

## **Clerk II**

**Full Time: 40hr week**

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**Reports to: Tax Commissioner**

**Department: Office of Tax Commissioner**

**Classification: Hourly / Non-Exempt**

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### **Job Summary:**

This position performs clerical and cashier duties for the office of the Tax Commissioner. These duties require knowledge of software and knowledge of the procedures necessary for tax documents. This position requires confidentiality in all matters.

### **Essential Functions:**

Assist in the process of collecting County taxes under supervision of the Tax Commissioner.

Process requests for titles, title change, auto decal renewal, and mobile home decals as directed by procedure.

Assist with clerical duties such as answering telephone, taking messages, and maintaining assigned files within the office.

Maintain skill in using dedicated tax software for efficient office operation.

Provide customer service to the public conducting business with the Tax Commissioner.

Performs other duties as assigned by the Tax Commissioner or Office Manager.

### **Additional Responsibilities:**

Good interpersonal skills, demonstrated honesty and integrity.

Demonstrated computer skills in special applications and MS-Office applications, especially MS-Word, MS-EXCEL, and MS-Access programs.

Good organizational skills and demonstrated time management skill.

Ability to work well with others to include giving and receiving oral communication.

Ability to work independently, making decisions based on policies and procedures.

Competent in basic cashier skill, record maintenance skills, and organization of charts and logs that are required in the performance of daily operations.

Knowledge of tax collection processes and terminology used within the daily work assignments.

**Knowledge, Skills, & Abilities Required for Job Performance:**

High school or GED required. Ability to speak and write in the English language. Must be able to work Monday – Friday 8:00 a.m. – 5:00 p.m.

**Working Conditions/Physical Demands:**

This work is done in an office setting. It is common that work is interpreted by customers or work assignments from the Tax Commissioner.

The ability to work under pressure of accuracy and timelines are important. Courtesy to co-workers and the public is expected.

Because of the sensitivity of this work, confidentiality of information is critical.

Upon occasion, some minor office duties may require some rearrangement or cleaning and the lifting of items that may weigh up to 30 pounds.

**Job Type:** Full Time