

POSITION DESCRIPTION
City of Brewer

Position Title: Tax Office Clerk
Department: Finance
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex clerical, administrative and financial work by receiving payments from customers or others for the payment of goods and services received.

SUPERVISION RECEIVED

Works under the supervisor of the Tax Collector.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides timely and courteous customer service and responds to inquires in person as well as by phone and in writing.

Correctly processes motor vehicle registrations, including sales tax and title forms, issues fish and game licenses, yard sale permits, and dog licenses, and registers recreational vehicles.

Accurately collects and records payments for real estate taxes, personnel property taxes, and water and sewer bills both by mail and in person.

Provides to banks, attorneys and other agencies involved in the sale or closing of real estate transactions correct information regarding taxes, utility balances, and any other unpaid bills associated with a property.

Records amounts received and prepares reports and bank deposits daily, accounts for cash receipts, and assures that the cash drawer balances daily.

Performs general clerical duties such as filing, answer phones, general written and electronic correspondence, etc.

Performs other related duties as required.

PERIPHERAL DUTIES

Covers for the Deputy Tax Collector when she is out, and provides back up to related positions.

DESIRED MINIMUM QUALIFICATIONS

- (A) Graduation from high school or GED equivalent; courses in computer skills, typing, adding machine operation, and accounts receivable are desirable.
- (B) Two (2) years of accounts receivable, customer service and cash handling in a municipal setting.
- (C) Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Working knowledge of office procedures, computerized financial applications;
- (B) Skill in operating the computer, working knowledge of Microsoft Office Suite.
- (C) Ability to perform arithmetic calculations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions; ability to work with angry or difficult customers.

SPECIAL REQUIREMENTS

Be a Notary or obtain your Notary within six months of hire.

TOOLS AND EQUIPMENT USED

Computer, 10 key calculator, telephone, credit card, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers to handle, or operate objects, tools or controls; and reach with arms and hands.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level at work is moderate.

SELECTION GUIDELINES

Formal application, rating of education and work experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment for the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Copy Received: _____
Employee Date

Effective date:
June 7, 2021

Revision history:
New title, duties updated