

TALLADEGA COUNTY COMMISSION

DEPARTMENT: Revenue
POSITION: Revenue Clerk
GRADE: D \$12.36/hr



FLSA Classification: Non- Exempt

OVERVIEW: Performs a variety of clerical and administrative duties in support of operations of the Revenue Department. This position is responsible for assisting the public and may be called upon to perform functions in one or both divisions of the Revenue Department.

ESSENTIAL FUNCTIONS: Under the supervision of an assigned supervisor, performs the following duties:

GENERAL

- Greets customers and answers phones, responding to requests and questions.
- Receives, sorts, and distributes mail.
- Accurately processes and records tax payments, whether received at counter or by mail, entering data into computer.
- Runs and reconciles reports, assists in reconciling accounts and balances assigned drawer each day.
- Prepares correspondence, reports, or other documents.
- Other duties as may be assigned

LICENSE DIVISION

- Process renewals of vehicle tags and registration while verifying proper documents are available to complete vehicle registration and/or title transfer in accordance with state law
- Determine the appropriate vehicle license plate based on the registrant's gross weight highway usage
- Generates vehicle master record from title application provided by dealers, finance companies, and tag tax receipt from other Alabama licensing officials
- Review and apply procedures from the State Motor Vehicle Handbook as adapted from the Code of Alabama, 1975
- Verify that correct tag penalties and interest are reported and collected
- Validate and collects payment of Federal Heavy Use Tax prior to issuance of certain large truck tags as mandated by federal law
- Determine proper authorization is received prior to issuance of handicapped parking tags, decals and placards; active reservists and National Guard license tags; and any other distinctive license plate (i.e. firefighter or rescue squad members)
- Process applications, licenses or related documents according to prescribed procedures
- Assemble photographs with printed license information to produce completed documents

PROPERTY DIVISION

- Gather, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested
- Enters data into computer related to real property
- Assists in identifying and verifying exemptions appropriate to each customer
- Assess property for appropriate taxes in accordance with local, state and federal laws, and maintain database of associated information

- Collect property taxes for real property, manufactured homes, and business personal property, assist with land sale, and maintain related records
- Assist with land sale by assuring that taxes have not been paid, searching for owner through a variety of means, attend land sale and record information
- Provide assistance and information to customers and organizations, file documents, and verify information
- Complete data entry for deeds, titles, registrations and related information
- Research specific cases for county residents involving tax assessment, collection or a related area

MINIMUM QUALIFICATIONS:

- High school or GED
- One (1) year of general clerical experience in an office environment working with the public

MINIMUM SKILLS AND ABILITIES:

Must have the following:

- Knowledge of modern office procedures, practices and equipment.
- Skill, patience, and tact in working with the public in stressful situations, as well as tact and discretion when working with confidential taxpayer information
- Knowledge of and skill in using computers and commonly used software programs
- Basic knowledge of the function of services within the public sector, preferable within a county structure
- Ability to deal with a wide range of people, including situations in which individuals may be upset with county procedures and policies
- Sufficient math skills necessary to perform basic calculations.
- Ability to understand and apply verbal and written instructions
- Written and verbal communication skills: grammar, punctuation, and spelling.
- Ability to locate property using tax maps, and descriptions in order to assist customers and communicate with city and county offices
- Ability to accurately handle and account for large amounts of money - cash and checks.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from Deputy Revenue Commissioners or assigned supervisor which establishes objectives, priorities and deadlines

WORK ENVIRONMENT:

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking; bending; carrying of light items such as papers, books, etc.

REQUIRED PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form

- Sufficient manual dexterity which permits the employee to operate a computer, telephone, fax machine and related equipment
- Sufficient personal mobility and physical reflexes which permits the employee to function within the general office environment.
- Ability to sit at a desk with intermittent standing and walking
- Be able to lift up to 15 pounds

Job Description Acknowledgement and Understanding

I have received, reviewed and fully understand the job description for **REVENUE CLERK**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Name _____ Date _____

Employee Signature _____