

LINN COUNTY CLASSIFICATION

TITLE: TAX DEPUTY

NUMBER: 430

PAY RANGE: 09

CATEGORY: OPEU

APPROVAL ORDER

NUMBER: 99-539

DATE: October 13, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform moderately complex bookkeeping, record keeping and cashiering functions in the Tax Department. Work includes receiving payments by mail or in person and posting to individual accounts. Identify accounts by name, address, map and tax lot. Reconciliation of accounts.

SUPERVISION RECEIVED: Works under the supervision of the Senior Tax Deputy who assigns duties, reviews procedures and evaluates work performance.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of employees in this classification but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform cashiering functions which include posting payments (checks and or cash) to individual accounts and providing receipts and correct change.
2. Maintain records for all transactions affecting the tax roll. This includes the writing of adjustment, correction and refund vouchers.
3. Individual cash stations are balanced daily; add all checks, count cash, separate the inside and outside revenue and balance with the computer. Daily deposits are compiled and taken to the Treasurer's Office. All accounts are balanced on a daily basis with the Treasurer's Office .
4. Maintain a current balance of moneys received to date. Compile and prepare various reports reflecting the activities of the department.
5. Answer the telephone, assist the general public with their inquiries. Type and mail correspondence, forms, reports and assorted documents.
6. Work with public to bring delinquent personal property and manufactured home accounts up-to-date.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of office practices and machinery. Reasonable knowledge of PC and network computer operations. Understanding of bookkeeping, cashiering and record keeping practices.

Ability to understand and follow oral and written instructions. Ability to work quickly and accurately with money while demonstrating strong attention to detail. Ability to communicate and maintain harmonious relationships with the general public, employees, and supervisors. Must possess above average typing and ten-key skills, be able to work independently and maintain accurate records.

EXPERIENCE EDUCATION AND TRAINING: Must possess a high school diploma, preferably supplemented by additional college level credits in accounting, bookkeeping or secretarial science. Two years of general office experience with emphasis on detailed record keeping or bookkeeping or any combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.