

CODE: 1460

GRADE: 9

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: TAX & TAG CLERK
TAX COMMISSIONER DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of standardized clerical and public contact work associated with the Tax Commissioner Department. Work involves collecting property taxes, Mobile Homes, and Timber taxes. Reports to the Tax Commissioner.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assist in filing duties.

Handles money.

Performs basic bookkeeping duties.

Answers telephone and greet customers warmly.

Sort & Distribute incoming mail.

Perform data entry.

Insert bills in envelope and mail.

Operates computer, copy machine, and other standard office equipment.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Graduation from high school 3 years in bookkeeping and/or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be physically able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Physical demand requirements are those for Sedentary Work. Sedentary Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, statements, etc. Requires the ability to prepare a variety of correspondence, forms, statements, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; compute discount, interest, profit and loss, ratio and proportion, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of

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color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.) Must be able to communicate via telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.