

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PROPERTY TAX CLERK II

Posting # 6588-1116jhm

*****May Underfill at Property Tax Clerk I #6587*****

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 19 \$14.39 per hour \$1,151 Bi weekly

***** #6587 Step 17 \$13.73 per hour \$1,098 Bi weekly *****

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 9, 2016

CLOSING DATE: Open Until Filled

***All applications received by November 23, 2016** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Performs clerical support duties as needed to assist the general public in the payment of property taxes both real and personal. Accepts payment for property taxes in a controlled environment and reconciles funds received with property tax receipt records. Calculates fees due and answers customer questions. Updates and maintains accurate computer records relating to property tax collections.

Property Tax Clerk II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

DUTIES INCLUDE: Performs various cashier functions related to the collection of fees relating to property taxes or other county assessments; follows specific processes related to various types of transactions, i.e., green belt payments, redemptions, prepayments, motor vehicle refunds, etc.; receives and receipts transmittal of monies from other county departments for deposit into county general revenue accounts.

Issues fee receipts, notices, and related certificates. Calculates fees due based on schedules, property values, legal documents, or by other appropriate methods. Balances cash on hand against receipts; prepares and balances deposits; runs tapes on checks and cash; maintains appropriate spreadsheets; posts receipts as appropriate; issues checks and/or documents to other entities and refund checks when necessary.

Updates tax, property, and/or customer records through computer input. Reviews all related documents with customer and processes all in accordance with federal / state / county laws and regulations.

EVALUATION AND SELECTION FACTORS INCLUDE:***Property Tax Clerk II:***

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation. Treasurer's Office policies and procedures and laws, codes, or regulations relevant to work performed including bankruptcy and green belt property.

Skill in: Reading, writing, math and basic accounting/bookkeeping; operating a 10-key by touch and standard office equipment including a calculator and cash register; word processing, data entry, and basic spreadsheets. Using various software programs unique to the Treasurer's Office or Utah County.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; and multi-task. Understand broad objectives and follow general instructions.

REQUIREMENTS FOR EMPLOYMENT:

Property Tax Clerk II: High school diploma or equivalent and three (3) years of general clerical support work experience that included collecting and balancing of funds and/or basic bookkeeping or accounting. Equivalent combinations of education and experience may also be considered. Eligible applicants will be required to take and pass a numeric data entry test administered by the Utah County Personnel Office. Applicants must submit a type test. Preference may be given to applicants with a score at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: All incumbents must be bondable.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.