

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROPERTY TAX CLERK I/II/III
CLASS CODE: I - 6587
II - 6588
III - 6589

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE
II - NONE
III - LEAD

EFFECTIVE DATE: 01/17/2017 (REVISED 11/03/2016 VERSION)
DEPARTMENT: TREASURER

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.

CLASS CHARACTERISTICS

Property Tax Clerk I: Works under close to general supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

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

Property Tax Clerk III: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL DUTIES

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.

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Researches and responds to customer requests for various information including current and delinquent property taxes; sends replacement county notices and documents upon request.

Prepares daily, weekly, monthly, and other reports as required.

Assists with the preparation and mailing of tax notices.

KNOWLEDGE, SKILLS, AND ABILITIES

Property Tax Clerk I:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

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.

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.

Property Tax Clerk II:

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: Treasurer's Office policies and procedures and laws, codes, or regulations relevant to work performed including bankruptcy and green belt property.

Skill in: Using various software programs unique to the Treasurer's Office or Utah County.

Ability to: Understand broad objectives and follow general instructions.

Property Tax Clerk III:

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Treasurer's Office policies and procedures and laws, codes, or regulations relevant to work performed including bankruptcy processes and green belt property.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; work requires frequent contact with the public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

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EDUCATION AND EXPERIENCE

Property Tax Clerk I: High school diploma or equivalent and two (2) years of general clerical support work experience. 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 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. Selected applicants may be subject to a background check.

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 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. Selected applicants may be subject to a background check.

Property Tax Clerk III: High school diploma or equivalent and five (5) years of general clerical support work experience that included collecting and balancing of funds and/or basic bookkeeping or accounting of which two years were directly related to the duties described above. 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 Personnel Office. Selected applicants must pass a typing test at or above the rate of 40 WPM net. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

All incumbents must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.