

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

TAX COLLECTION CLERK

**Alabama Career Center
1819 Bassett Avenue, SE
Decatur, AL
Phone: (256) 355-0142**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$15.35 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH WEDNESDAY

MAY 24, 2017.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

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Limestone County

JOB DESCRIPTION

Job Title: Tax Collection Clerk

Department: Revenue Commission

FLSA: Nonexempt

Grade: VII

Job Description Prepared: February 2013

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Clerk

Subordinate Staff: None

Other Internal Contacts: Probate Office; Circuit Clerk; Sheriff; License Commission

External Contacts: General Public; State DOR; Lawyers; Realtors; Mortgage Companies; Banks; contractors; Developers; Title Search Agents

Job Summary

Under the supervision of the Chief Clerk, employee is responsible for the accurate collection and reporting of real estate and ad valorem taxes in accordance with applicable procedures. Employee performs customer service and clerical duties such as greeting customers and answering questions; maintains files; collects, sorts and distributes mail. Employee also researches tax collection related problems.

Job Domains

A. Cash Collections

1. Receives property and ad valorem tax payments in cash, checks or money orders; makes correct change; issues receipts.
2. Issues receipts to customers.
3. Records taxes received to appropriate accounts and ledgers each day; ensures totals match.
4. Reconciles all cash drawers at the end of the day; checks receipts against monies collected for accuracy.
5. Assists in the bank reconcile of all bank accounts.

B. Research

1. Researches problems with real estate accounts.
2. Researches mortgages and deeds for new property owners when delinquent.
3. Researches land parcels in the receipt book to determine tax bill.
4. Researches escrow accounts for mortgage companies.
5. Performs deed research to obtain legal descriptions.
6. Checks new owner assessment sheets to determine if taxes are paid.
7. Verifies accounts with incorrect addresses; updates files.

C. Reception and Referral

1. Answers telephones; provides assistance, refers calls, or takes message.
2. Greets customers and provides information and/or assistance.
3. Refers customers to appropriate office or person.
4. Explains tax rules and regulations to tax payers.
5. Processes bills paid by mail; ensures remittance is credited to appropriate account.
6. Processes and records changes of address submitted by mail.
7. Assists in preparing annual property tax notices for mailing to land owners; transports mailings to Post Office.
8. Assists in preparing mobile home tax notices for mailing to mobile home owners; transports mailings to Post Office.

D. Clerical and Record Management

1. Files real estate receipts after payments.
2. Files assessment sheets.
3. Files exemption paperwork.
4. Destroys files through retention schedules.
5. Responsible for collecting, receipting and balancing all incoming mail.

6. Ensures all mail customers have a receipt returned to them.
7. Answers correspondence concerning tax problems with real estate.
Keeps a file copy of correspondence received and answered.
8. Mails out delinquent notices, certified letters and tax statements.
9. Confirms personal property renditions have been signed.

E. Department Operations

1. Prepares outgoing mail for collection department.
2. Operates postage machine.
3. Uses postage scale.
4. Processes payments for personal property.
5. Assists Mapping Department in sorting deeds and applying locator numbers on them.
6. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental rules, regulations, policies and procedures.
2. *Knowledge of Alabama State Tax laws and regulations.
3. *Knowledge of tax collecting procedures.
4. *Knowledge of checks and balances on daily cash intake.
5. Knowledge of basic accounting.
6. Knowledge of safety rules including accident causation and prevention.
7. Reading skills to understand legal descriptions, mortgages and deeds, guidelines, regulations, instructions, and policy manual.
8. Verbal skills to communicate effectively with supervisor, co-workers and customers in person or over the telephone.
9. Writing skills to clearly and neatly complete routine forms records, and notes using correct English, grammar, punctuation, and spelling.
10. Math skills to perform basic calculations (add, subtract, multiply, divide) to calculate taxes.
11. Typing skills to type forms, reports and letters accurately and in a timely manner.
12. Skills to operate computer, copier and calculator.
13. Ability to make minor decisions in accordance with tax laws and regulations.
14. Ability to research information on property taxes.
15. Ability to use office computers and office productivity software.
16. Ability to use standard office equipment.
17. Ability to use a multiline telephone.

18. Ability to handle money transactions.
19. Ability to multi-task.
20. Ability to work independently.
21. Ability to work through frequent interruptions and stand for long periods while assisting customers.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Some college courses in business or accounting is preferred.
3. Possession two-to-three years of experience in an office environment working with the public is required.
4. Ability to travel to attend workshops and training.
5. Ability to work overtime and/or weekends when necessary.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work require some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.