



Job Title: Tax Clerk III

Exemption Status: Non-Exempt

Reports to: Director of Tax Services

Date Revised: June 2017

Dept. /School: Tax Office

Pay Grade: P19

Primary Purpose:

Under minimal supervision, assist with processing district property taxes according to established procedures for collecting tax revenue. Provide clerical support to the tax assessor/collector.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Eligible for registration with the Texas Department of Licensing and Regulation as a Registered Tax Collector (RTC)

Experience:

- Minimum of one (1) year of bookkeeping or clerical experience
- Banking experience preferred

Special Knowledge/Skills:

- Knowledge of bookkeeping principles and practices
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance
- Ability to use software to develop spreadsheets and do word processing
- Ability to work with numbers accurately and rapidly to meet established deadlines
- Effective organizational, communication, and interpersonal skills
- Knowledge of state and local tax codes

Major Responsibilities and Duties:

Accounting

1. Process all tax payment transactions and post deposits.
2. Receive and process refunds from tax exemptions.
3. Process purchase orders and check requests.
4. Reconcile the budget monthly.

Data Entry

5. Input tax data.

Records and Reports

6. Assist with the preparation of annual tax rolls.
7. Prepare and send tax statements, notices, and receipts as directed.
8. Compile, maintain, and file all reports, records, and other documents as required.

Other

9. Assist taxpayers, officials, and other members of the public. Maintain effective rapport with the general public and address any problems or concerns promptly and courteously.
10. Prepare correspondence, memorandums, forms, manuals, requisitions, reports, and presentations for the tax assessor/collector.
11. Answer incoming calls, take messages, and route them to the proper party. Handle questions and requests within the scope of responsibility.



12. Perform all other duties as assigned.

Supervisory Responsibilities:

Process Kronos time sheets; keep the office supplied and running smoothly.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____