

MARSHALL COUNTY, ALABAMA

Job Description

SENIOR CLERK, REVENUE

Department: Revenue Commission

Job Code: 105

Pay Grade: 105

FLSA Status: Non-Exempt

Reports To: Administrator, Assessment & Collections

JOB SUMMARY

The Senior Clerk, Revenue assesses property for appropriate taxes and maintains database of associated information. Updates information regularly to produce accurate tax bills, annually. Collects property taxes, ad valorem taxes on manufactured homes, and business personal property tax, and issues receipts. Assists the public and others by answering questions, calculating taxes, providing ownership data, making copies, and updating records to include address changes, exemptions, or other information. Files documents in accordance with established procedures. Accounts for and properly documents all funds collected. Collects delinquent taxes, assists in land sales, and assists Assessment & Collections Coordinator, as needed.

ESSENTIAL JOB FUNCTIONS

- Assesses property for appropriate taxes in accordance with local, state, and federal laws, and maintains database of associated information.
- Classes land and improvements properly and enters current use information to assure correct tax bills.
- Determines eligibility for exemptions, such as age 65, disability etc., using appropriate documents, and sets exemption renewals.
- Prints exemption card, obtains signature, and files cards.
- Enters exemption classification and exemption code into computer system, in accordance with established procedures.
- Maintains exemption lists.
- Locates property boundaries from legal description and tax maps, as required.
- Fills out appraisal field check cards, indicating information about improvements, such as date built, size, etc.
- Enters information and sends out forms to individuals claiming "Over 65" exemption.
- Signs up taxpayers and enters information into computer system regarding homestead exemption and current use, and resets accounts for homestead renewal.
- Verifies address and value amounts in computer system/database.
- Posts and classes appraisal "no posts" periodically, posts appraisals to abstract, updates prior year appraisal values, and processes future records.
- Recalculates building and land values.
- Collects property taxes for real property, manufactured homes, and business personal property, assists with land sale, and maintains related records.
- Assists with preparing and mailing tax bills, Board of Equalization notices, homestead renewal forms, etc.
- Collects manufactured home, real estate, and business personal property tax, updates computer system, and generates receipts.
- Balances cash drawers daily so that cash and checks balance with teller report.
- Voids incorrect tax bills, creates supplements or escapes, and creates new tax bills.
- Calculates tax bills for taxpayers, mortgage companies, attorneys, etc. including prorated bills.
- Checks to assure that taxpayer has paid for all parcels, as needed.
- Follows up on delinquent tax payments by sending notices via certified mail, and making telephone contact, if possible.

- Processes timber tax by using information contained in the computer system.
- Assists with land sale and Board of Equalization hearings.
- Assists with land sale by assuring that taxes have not been paid, searching for owner through a variety of means, and attends land sale and record information.
- Provides assistance and information to customers and organizations, file documents, verify information, etc.
- Greets customers in person or via telephone, answers questions, and provides information, as needed.
- Provides appraisal value of property to Social Security and Medicaid Office.
- Confirms property ownership for Police Departments.
- Assists customers in finding deeds and locating property and parcel identification numbers on tax maps.
- Makes copies for customers, as needed.
- Files property record cards in appraisal, as needed.
- Files other records in Revenue Office, as needed.
- Verifies address of property owners to assure that notices are sent to correct location.
- Reads notices from the State Department of Revenue to stay abreast of procedures and changes in law.
- Assists with office equipment inventory by adding and deleting equipment as appropriate and verifying bar codes computer system and generate receipts.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and three (3) years of experience as a Revenue Clerk performing tax collection and establishing and maintaining County tax records using a computer system, or an equivalent combination of education and experience.

Licenses or Certifications:

- None

Special Requirements:

Certification as Support Staff Level I through the Auburn (GED) Support Staff Development Program.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic filing systems including alphabetic and numeric.
- Knowledge of basic mathematics sufficient to make calculations.
- Knowledge of the Code of Alabama as it pertains to assessment of taxes on real estate, manufactured homes, business personal property, and collection of taxes.
- Ability to read and comprehend departmental rules and regulations, procedures, and instructions.
- Ability to operate basic office equipment, including a computer.
- Ability to communicate both verbally and in writing.
- Ability to understand verbal instructions and directives.
- Ability to locate property using tax maps and descriptions in order to assist customers and communicate with city and County offices.
- Ability to perform moderately complex mathematical calculations with and without a calculator.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public providing information in a polite and efficient manner, both in person and on the telephone.
- Ability to make decisions in accordance with precedents and regulations and apply them to the work situation.

PHYSICAL DEMANDS

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.