



## QUALIFICATIONS

**Education and Experience:**

High school diploma or equivalent and five (5) years of experience, working in a public office engaged in assessing and collecting property taxes, or an equivalent combination of education and experience.

**Licenses or Certifications:** None

**Special Requirements:** None

**Knowledge, Skills and Abilities:**

- Knowledge of The Code of Alabama as it pertains to assessment of taxes on real estate, manufactured homes, and business personal property and of tax collection.
- Knowledge of the principles of management and supervision.
- Knowledge of the departmental and personnel policies and procedures.
- Knowledge of Business English, spelling, and arithmetic.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to read and understand written instructions, directives, manuals, laws, and regulations.
- Ability to provide guidance and instruction to new employees, mortgage companies, and the public.
- Ability to balance money collected on a daily basis.
- Ability to communicate with subordinates, peers, and the general public in a polite manner.
- Ability to establish and maintain effective working relationships with other employee and the public.
- Ability to locate property using tax maps and descriptions in order to assist subordinates and the public.
- Ability to train subordinates.
- Ability to use sound judgment to make decisions within scope of authority.

## 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 safe and secure work environment that may periodically have unpredicted requirements or demands.

**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.***