

# MARSHALL COUNTY, ALABAMA

## Job Description

### COURT CLERK, REVENUE

**Department:** Mapping & Appraisal

**Job Code:** 168

**Job Grade:** 106

**FLSA Status:** Non-Exempt

**Reports To:** Revenue Commissioner

#### JOB SUMMARY

The Revenue Court Clerk performs a variety of high-level clerical tasks related to the operation of the Revenue Commissioner's Office. Assists in Revenue Commissioner's role as Secretary to Board of Equalization, the Board of Equalization, the State of Alabama, appellants, and appellants' agents in matters pertaining to the Board of Equalization.

#### ESSENTIAL JOB FUNCTIONS

- Assists in Revenue Commissioner's role as Secretary to Board of Equalization.
- Tracks all informal protests and receives and processes all letters of protest.
- Sets board hearing docket, mails letters of appointment to owners or agents.
- Maintains calendar and monitors adherence to dates.
- Administers all documents pertaining to board members and communicates any relevant information to and from board.
- Assists in board hearings, reviews cases before hearings, documents hearing information.
- Makes valuation changes ordered by Board and note no-change decisions.
- Informs owners of Board decisions, monitors deadline for appeals of decisions, and archives hearing data and information.
- Tracks appeals made to circuit court, confirms compliance with guidelines for appeals.
- Attends meetings pertaining to pending appeals and manages communications with Revenue Commissioner's attorney and other legal agents involved in appeals.
- Maintains income approaches of valuation.
- Maintains list of owners, contacts owners for their submittal of required data.
- Gathers rent rolls, profit-loss statements, and all documentation required for calculations.
- Provides data to and works with Chief Appraiser in developing values and acquiring additional data as needed for calculations.
- Presents values for Revenue Commissioner for approval, in conjunction with Chief Appraiser.
- Keys data pertaining calculated valuations, contacts owners of valuation if value acceptable, and archives pertinent information due to values that may result in appeals to Board of Equalization.
- Works with abatements resulting in reviewing legal documents.
- Communicates with property owners receiving abatements, Industrial Development Boards, or municipalities granting abatements, attorneys, State of Alabama Department of Revenue, and any others involved in abatements.
- Acts as liaison between office departments, maintains filing of abatements, and establishes procedures for successful administration and integrity of the abatement process.
- Presents abatement details to Revenue Commissioner for approval.
- Reviews supplements and escapes associated with other duties.
- Aids in compliance with document storage and archival.
- Mails and tracks current use denial letters and monitor appeals thereof.

- 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. Five (5) years of experience working in the Revenue Commissioner's Office or legal office environment, or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- Attend educational courses, seminars, conferences and meeting as prescribed.
- Maintain proficiency in Appraisal and Assessing software used by office.

#### **Knowledge, Skills and Abilities:**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic filing systems and coding methods, including alphabetical, numeric, and indexing methods.
- Knowledge of office functions and mode of operation, and related statutes, rules, and regulations.
- Ability to read and comprehend Alabama Department of Revenue promulgated rules, regulations, procedures, and instructions.
- Ability to communicate both verbally and in writing.
- Ability to maintain a professional appearance and demeanor.
- Ability to read and comprehend legal documents and the Code of Alabama.
- Ability to understand verbal instructions and directions.
- Ability to perform moderately complex mathematical calculations, with or without a calculator.
- Ability to operate basic office equipment, including computer.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with public and professionals, specifically legal professionals, to provide information in a polite and efficient manner.
- Ability to use good judgment to make decisions within scope of job responsibilities.

### **PHYSICAL DEMANDS**

The work is sedentary work which 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 personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, 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.***