

Park County

Job Description



Title:	Tax Clerk I	Code:	
Division:	Operations	Effective Date:	3/18
Department:	County Treasurer	Last Revised:	

GENERAL PURPOSE

Performs a variety of **entry level, clerical duties** as needed to expedite the day-to-day functions of the County Treasurer office including property tax collection, revenue receipting, and motor vehicle licensing and registration, on-line services and **customer service**.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Treasurer, First Deputy Treasurer, Second Deputy Treasurer and or Motor Vehicle Administrator.

SUPERVISION EXERCISED

NONE

ESSENTIAL FUNCTIONS

Maintains the collection of monies collected in property taxes and motor vehicle taxes.

Processes and collects property taxes, registrations for all vehicle types, collects sales and use taxes, issuing mobile home movement applications and answers questions as needed by phone, e-mail or at the counter. **Strong customer service skills.**

Processes on-line, mail-in payments and collects motor vehicle taxes, issue license plates and/or tabs; calculating and collecting sales use taxes. Maintains personal cash drawer, counts cash, balances monies with business receipts, resolves discrepancies, and processes final reports.

Performs all clerical duties as needed; typing forms/letters, making mathematical calculations using the computer software programs, files records, assists the public and answers questions by telephone.

Responsible for accuracy in handling cash money. Processing daily on-line requests (I-Tax), produce monthly reports which includes but not limited to sales and use, state fees and renewal cards. Check daily work of bill of sales and school districts.

Performs related duties as required.

THIS JOB DESCRIPTION IS A GUIDELINE ONLY AND CAN CHANGE AT ANY TIME UNDER THE DIRECTION OF THE CURRENT COUNTY TREASURER.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a standard senior high school or equivalent with course work in the fields of bookkeeping, accounting, customer service and general office practices; plus, one (1) year of specialized training related to above duties.

OR

B. An equivalent combination of Education and Experience.

2. **Required Knowledge, Skills, and Abilities:**

Some knowledge of Property Tax and Motor Vehicle Departments; statutes, rules, regulations, directives, policies and procedures governing processing and collections of monies for real estate, personal property and vehicle registration; office organization and filing systems; forms, applications, proofs and other supporting documents relating to processing of applications, permits, tax statements and registrations; general office management practices and procedures of the division; state laws affecting the operation of the motor vehicle division; office methods and procedures relating to the sale and processing of motor vehicle licenses; the function of the department of County Treasurer and its interrelationship with other county departments; interpersonal communication skills.

Some skill in the operation of personal computers and various software applications (excel, word) etc. customer relations.

Ability to operate all office machines, including a 10-key calculator and the postage machine with speed and accuracy; develop effective working relationships with subordinates, department heads and state officers and employees; perform basic mathematical computations; resolve minor personnel problems; communicate effectively, verbally and in writing; read and interpret Wyoming laws affecting total operations of Motor Vehicle Division; operate standard office equipment (i.e., calculator, typewriter, and photo copy machine).

3. Special Qualifications:

Must be able to type and operate ten-key adding machine.

4. Work Environment:

Work is performed in an office setting. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, stocking current plates, which does not generally require muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above

Job description. Date: _____
(Employee)