

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Finance  
*Tax Office*  
Classified, GRADE 5  
40 Hour Week

**TAX CLERK I**

GENERAL STATEMENT OF DUTIES: Performs routine clerical/accounting tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employee performs account-keeping duties including billing, verification of payment, and updating database information.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, lifting, fingering, kneeling, pushing, pulling, grasping, crouching, handling, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Calculate and collect tax payments, program fees, and user charges;  
Balance and post receipts for daily deposits;  
Post paid accounts through computerized database;  
Verify the accuracy of bills and property owner information;  
Delete, add or maintain property owner names and correct addresses on tax lists;  
Calculate and collect delinquent penalty amounts;  
Answer billing questions from customers;  
Prepare bills for distribution;  
Review and issue mobile home letters;  
Answer telephone and give general information in response to public or official inquiries.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of modern clerical computerized account-keeping practices and proficiency in automated tax billing system; good knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; ability to enter data and type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow simple oral and written directions; tact and courtesy in dealing with the public; willingness and ability to adapt to new office procedures as required, including computerized office procedures; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D.; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination administered by Kent County Personnel Office. Must have and retain ability to be bonded as condition of employment. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

REV. 12.10.91  
REV. 7/1/94  
Rev. 07/01/00  
Rev. 07/01/07  
Rev. 07/01/10  
Rev. 07/01/15