

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Tax Office
Classified, GRADE 7
40 Hour Week

TAX CLERK II

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

DISTINGUISHING FEATURES OF THE CLASS: Incumbent performs account-keeping tasks related to the billing and collection of taxes and other user fees.

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, kneeling, reaching, pushing, pulling, lifting, fingering, 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;
Process Mobile Home Letter Requests, as needed;
Verify the accuracy of bills;
Reconcile bank accounts;
Delete, add or maintain property owner names and correct addresses on tax lists;
Calculate and collect delinquent penalty amounts;
Answer billing questions from customers;
Receive and record property transfer notices;
Prepare tax and other bills;
Answer telephone and give general information in response to public or official inquiries;
Monitor unpaid taxes, program fees, and user charges and recommend corrective action;
Reconcile tax bills.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: 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; ability to understand and follow 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; ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public; ability to express oneself clearly and concisely, orally and in writing; 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. with two to three years experience in bookkeeping, tax collection; 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 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.

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