

KENT COUNTY POSITION DESCRIPTION

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

Finance Department
Tax Office
Classified, GRADE 8
40 Hour Week

TAX CLERK III

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

DISTINGUISHING FEATURES OF THE CLASS: The single position incumbent assist with supervision of staff and performs account-keeping tasks related to the billing and collection of taxes and other user fees. This position serves as backup when the Tax Administrator is not available.

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, 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)

Coordinate services and interaction with other County departments;
Assist with overflow of phone calls;
Process Mobile Home Letter Requests, as needed;
Supervise elderly tax rebate program;
Train new clerks and cashiers;
Verify tax payments, program fees, and user charges calculations;
Review accuracy of bills and receipts;
Reconcile assigned bank accounts;
Per policy, delete, add or maintain property owner names and correct addresses on tax lists;
Calculate and collect delinquent penalty amounts;
Respond to billing questions from customers;
Create and prepare official correspondence for review by the department head;
Receive and record property transfer notices;
Prepare bankruptcy filings;
Assist with monitions program; and
Monitor unpaid taxes, program fees, and user charges and recommend corrective action.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of modern clerical computerized account-keeping practices and proficiency in automated tax billing system; excellent 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 five years' experience in accounting, bookkeeping, or tax collection and two to three years of supervisory experience; 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

Est. 07/01/05
Rev. 07/01/07
Rev. 07/01/10
Rev. 07/01/15