

Job Description: CLERK

Class No. 304
Position No. 499-8769
Grade/Step: 4/1

Department: Tax Office
EEOC Category: Administrative Support
FLSA: Non-Exempt

SUMMARY OF POSITION

This position provides a variety of accurate and complex work involving typing and/or data entry skills for the Tax Assessor-Collector's Office in accordance with departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Supervisor or the Chief Deputy. This is a non-supervisory position that has regular contact with other departmental employees; the general public; attorneys; law enforcement officials; and officials and employees from other local, state, and federal agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processes property tax payments. Prepares and types correspondence, receipts, title applications, title reports, and/or other documents and materials.

Issues reviews, validates, receives payments, and issues receipts for registration of vehicles, transfer of titles, licenses, and permits in accordance with departmental rules and regulations.

Takes information from the public to be used in completing forms.

Checks, analyzes, and classifies or alphabetizes materials, conducting limited research when necessary.

Provides information to the public about the policies and procedures of the department by telephone or in person.

Performs a variety of clerical functions, including making copies, filing, picking up, sorting, delivering and/or recording mail, and processing outgoing mail.

Posts to a ledger information received on each license tag issued.

Mails forms and/or materials to person, agencies, firm, or organizations, correctly typing envelopes.

Operates adding machine, copier, postage meter, computer, and/or other office machines.

Performs receptionist duties, including answering the telephone, taking messages, answering questions, and directing customers as necessary.

Performs such other related duties as may be assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis. This position may have to work at both Seguin and Schertz.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed, and deadlines are to be met.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of business English, spelling, punctuation, and arithmetic; and office practices, equipment, and materials. Ability understand and follow instructions; operate or learn to operate a computer using standard word processing and data inquiry software packages; establish and maintain effective working relationships with other county employees, officials, and the general public; type accurately at a speed of at least 45 words per minute; operate a ten-key calculator by touch; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS

Graduation from High School or a General Education Development (GED) certificate is required, plus at least two and one-half years of responsible clerical work experience, preferably with a governmental entity.

CERTIFICATES AND LICENSES REQUIRED

May be required to take classes towards being registered with the Board of Tax Professional Examiners and working toward required certification levels in the field of collecting; and must be bondable.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.