

# CITY OF PORT CLINTON

An Equal Opportunity Employer

Page 1 of 4

## POSITION DESCRIPTION

---

<b>Employee Name:</b>		<b>Position Title:</b>	Administrative Tax Clerk
<b>Dept.:</b>	Tax	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Tax Commissioner	<b>FLSA Status; Pay:</b>	Non-exempt
<b>Salary Range:</b>	Collective Bargaining Unit	<b>Civil Service Status:</b>	Classified

---

### GENERAL DESCRIPTION:

#### **QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education or equivalent (e.g., GED); supplemented by experience or coursework in bookkeeping; office practices and procedures, and/or data entry, or one (1) year in a clerical or secretarial position, or any equivalent combination of education, training, and experience; some college and tax experience preferred; computer skills are necessary including but not limited to data entry, accounting and/or tax software or the ability to learn new software programs and the ability to adapt to changing processes and protocols. Customer services skills with high importance in the ability to be discreet and follow rules of confidentiality within the tax department and in the public.

#### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain a valid Ohio driver's license, and must maintain insurability under the City's vehicle insurance policy.

#### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Computer and standard modern office equipment, including but not limited to: printer, calculator, typewriter, multiline telephones, copy machine, fax machine, postage machine, cash register, forms separator, folding machine, and shredder; motor vehicles.

#### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; works in conditions requiring long periods of sitting and computer work that may cause problems and/or irritate back, neck, and wrists; occasionally lifts objects 25 pounds or less; occasionally carries objects 25 pounds or less; occasionally pushes objects 25 pounds or less; occasionally pulls objects 25 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

---

Developed by:

Date Adopted: 1/04/2022

Clemans, Nelson & Associates, Inc.

Date Revised: 1

Dublin, Ohio 43017

{10/6/2014 PDPCLC1 00142766.DOCX }

# CITY OF PORT CLINTON

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 2 of 4

---

<b>Employee Name:</b>	<b>Position Title:</b>	Administrative Tax Clerk
-----------------------	------------------------	--------------------------

---

## **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- (1) Greets persons entering tax department/water office and responds to inquiries from residents and general public; receives and screens incoming telephone calls, answers questions regarding tax matters, forwards calls to appropriate party; accepts money in person to assist with the collection of taxes, delinquencies, fines, and/or fees; counts money and makes change; prepares deposit slips; balances cash drawer; processes payments (e.g., posts payments to accounts via computer, balances receipts and cash drawer, prepares receipts, prepares and makes deposits to bank, etc.). Communicates and coordinates with tax officials regarding client's tax issues. Adheres to the established practice of client confidentiality.
- (2) Operates computer to enter and update journals, verifies routine information, and completes posting reports regarding taxes for municipal recording; prepares monthly reports to update penalty and interest on individual taxpayer accounts; periodically updates lists of delinquent taxpayers (e.g., individual, business, property, etc.); organizes and prepares tax statements; determines notice or message to include on statement; prints statements and mails statements.
- (3) Balances cash drawer and prepares daily deposits; processes ACH payments; reconciles quarterly state utility statements.
- (4) Updates non-filer of tax lists according to established departmental schedule; researches files to locate information regarding non-filer status; determines proper notification based on various steps of non-filers; prepares and mails notices.
- (5) Maintains and updates various department filing systems; establishes filing procedures (e.g., prints labels, prepares new folders, purges files, etc.); prepares, indexes, files, and retrieves tax records and documents.
- (6) Receives, prepares, and maintains billings and receipts for Safety Services, Zoning, and Cemetery; interprets financial documents, transfers to ledger, and enters on computers; prepares financial or statistical reports; balances cash book, deposits money, miscellaneous water billings, and City bank deposits.
- (7) Prepares and processes work and records for two (2) cemeteries (e.g., arranges sales of lots, transfers, interments, foundation orders; keeps records of all burials and plot information; answers inquiries, etc.).
- (8) Attends meetings, training sessions, and workshops as required.

# CITY OF PORT CLINTON

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 3 of 4

---

<b>Employee Name:</b>	<b>Position Title:</b>	Administrative Tax Clerk
-----------------------	------------------------	--------------------------

---

(9) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(10) Demonstrates regular and predictable attendance.

## **OTHER DUTIES AND RESPONSIBILITIES:**

(11) Performs other related duties as assigned.

## **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** public relations; office practices and procedures; workplace safety; general governmental practices; department goals and objectives;\* department policies and procedures;\* administrative rules and regulations.\* and maintaining confidential and sensitive information within the tax department.

**Skill in:** customer service practices, collection practices, basic bookkeeping skills, mathematical calculations, typing, data entry; computer operations (Microsoft Word, Excel, PowerPoint, Outlook, Adobe Software, Software Solutions\* and other platforms); data entry; use of standard modern office equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, and establish facts, and draw valid conclusions; complete routine forms; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; sort items into categories according to established methods; gather, collate, and classify information; maintain records according to established procedures; develop and maintain effective working relationships; lift and carry equipment and materials weighing up to 25 pounds; understand sunshine laws;\* and understand and process public records request based on rules and regulations.\*

## **POSITIONS DIRECTLY SUPERVISED:**

None.

# CITY OF PORT CLINTON

An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 4 of 4

---

<b>Employee Name:</b>	<b>Position Title:</b>	Administrative Tax Clerk
-----------------------	------------------------	--------------------------

---

---

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

---

(Signature of Appointing Authority/Designee)

---

(Date)

---

(Signature of Employee)

---

(Date)