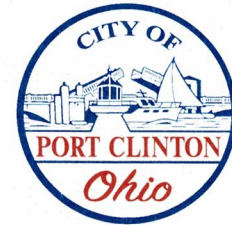


# CITY OF PORT CLINTON

## *City Offices*



January 4, 2022

**Administrative Tax Clerk, Full-Time**  
**Department: Income Tax Department**  
**Reports to: Tax Commissioner**  
**Pay Range: \$16.64 - \$21.80**  
**Bargaining Unit position with Local 20**  
**City of Port Clinton**

**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.

**MUST POSSES SKILLS 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); use of standard modern office equipment.

A full Job Description and application is available at [portclinton.com/careers/](http://portclinton.com/careers/). Submit the application by mail: Port Clinton City Hall, Attn: Sandye Ostheimer, 1868 E. Perry Street, Port Clinton, Ohio 43452 or email to: [pcadmin@portclinton-oh.gov](mailto:pcadmin@portclinton-oh.gov). Applications will be accepted until Monday, January 24, 2022 by 12:00 pm. Applicants will be notified by phone of the mandatory Civil Service examination location, date and time.