

## **MONONA COUNTY JOB DESCRIPTION**

**Position:** Tax Clerk

**Reports to:** Treasurer

**Department:** Treasurer

**Revision date:** November, 2014

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### **GENERAL SUMMARY**

Under the general supervision of the County Treasurer, the Clerk collects taxes and other fees and apportions monies to the proper accounts.

### **ESSENTIAL JOB DUTIES**

Deals directly with the public at the counter, through mail and on the telephone. Answers questions and provides information regarding taxes, land values, and special assessments. Opens, sorts and appropriately handles incoming mail. Accepts payment of real estate, drainage, and special assessment taxes from taxpayers at the counter and through the mail. Provides receipt for taxpayer and documents payment in daily computer log.

Maintains accurate files and records. Uses computer to post tax receipts, special assessment receipts and replacements from state. Maintains computer files of county districts for taxes to be collected for ease in apportioning funds appropriately. Processes tax sale certificates and payments; processes redemptions and payments. Files tax statements in standard alphabetical and numerical order.

Apportions monthly tax collections to schools, cities, county and state. Issues checks and sends to appropriate parties. Sets up new districts or special assessments when new projects are performed according to county's apportioning system.

Prepares and issues various tax related documents. Prepares real estate and drainage tax statements for collection by sorting by owner, preparing statements to be mailed to tax payer, and filing office copy. Issues receipts for tax payments, cashing drainage warrants, and bounties.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of proper procedures for assessing taxes, processing credits, and reconciling financial records.

Knowledge of the Code of Iowa pertaining to the county treasurer's office.

Knowledge of proper format for various forms and reports used in the treasurer's office.

Skill in effectively dealing with the public in a courteous and helpful manner, in person and over the phone, including dealing with individuals with a variety of personalities and moods.

Ability to perform basic math and bookkeeping functions. Ability to make change from cash transactions.

Ability to operate calculator and computer in order to reconcile financial statements and prepare financial reports.

Ability to operate standard office equipment including photocopier, scanner, telephone, and typewriter.

Ability to communicate effectively in written and oral form to inform, explain and persuade.

Ability to maintain orderly files and records using standard alphabetical and numerical sequencing.

Ability to prepare reports and maintain accurate records. Ability to proofread and check work for accuracy.

Ability to lift and carry heavy books weighing up to 25 pounds.

### **ENTRY REQUIREMENTS**

High school diploma or ability to read, write and perform basic mathematics at the high school level. Some business college or experience working in an office setting recommended.

### **WORK ENVIRONMENT**

Works inside. Majority of work is performed while seated at desk or standing in office. Frequently has direct contact with public. Work includes frequent interruptions.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions are in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.