



Title:	Tax Office Clerk
Reports To:	Tax Assessor/Collector
Department:	Tax Office
Status:	Non-Exempt
Terms:	226 Days
Pay Grade:	CP 06

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### Primary Purpose:

Assist with the processing and collection of district property taxes. Work under close supervision, follow established procedures to process, and collect tax revenue.

### Qualifications:

#### Education/Certification:

High school diploma or GED

Some College preferred

Willingness to certify with the Texas Department of Licensing and Regulations in Tax Field

Exceptions to the above qualifications as deemed appropriate by the Tax Assessor/Collector

#### Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices

Proficient in 10-key by touch

Ability to use personal computer and software to develop spreadsheets and do word processing

Proficient computer skills including Microsoft Word and Excel and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Interpersonal skills/public relations

Ability to maintain emotional control under stressful situations

Ability to handle a high volume of transactions

Strong organizational, communicational, and interpersonal skills

Good telephone skills and the ability to work with diverse populations

Strong work ethic and dependability

Bilingual a plus

#### Experience:

Two years verifiable accounting experience at clerical level

### Major Responsibilities and Duties:

Duties may include, but are not limited to, the following:



### Accounting

1. Assist with collecting revenue and posting deposits.
2. Process and account for all tax payment transactions, including receipt of cash and making deposits.
3. Examine, reconcile, balance, and adjust accounting records
4. Create payment agreements and monitor payments monthly.
5. Receive and process applications for exemptions.

### Data Entry

6. Input tax data using computerized system.
7. Process tax lien transfers and tax certificates.

### Records and Reports

8. Assist with preparation of annual tax rolls.
9. Send out prepares tax statements, notices, and receipts.
10. Verify Exemptions, frozen levies, deferred accounts, coding of confidential accounts, installment payers, etc.
11. Maintain physical and computerized files and records.
12. Maintain accurate records of delinquent accounts, suits, bankruptcy filings, and other matters.

### Other

13. Assist taxpayers, officials, and public to answer questions and resolve problems.
14. Prepare correspondence using personal computer.
15. Receive incoming calls, answer questions, and direct calls to proper party.
16. Knowledge of legislative changes that affect property tax administration and collection.
17. Assist with Board of Trustee Election Process.
18. Perform other tasks as assigned by the tax assessor.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/Environmental Factors:

**Equipment Used:** Tax Office software, Copier, calculator, computer, facsimile, postage machine, multi-line telephone and printer.

**Motion:** Repetitive hand motions; prolonged use of computer.

**Mental Demands:** Work with frequent interruptions. Effective communication (verbal and written); able to function under stress; able to handle multiple projects at a time; ability to interpret policy, procedures, and data.

**Lifting:** Moderate lifting.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



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Signature

Printed Name

Date