



BROOKS COUNTY

JOB DESCRIPTION

Position Title: Property Tax Deputy/Clerk

Department: Tax Assessor's Office

Reports to: Terri A. Silvas, Chief Deputy Tax Assessor

Position Summary:

- Responsible for providing professional, courteous, and accurate assistance to the general public in person, occasional e-mail and telephone communication regarding property tax inquiries.
 - All job duties require a high degree of organization, initiative, independent judgment and attention to detail.
 - Assist the Tax Assessor/Collector and or Chief Deputy in specific duties relating to Suits, Bankruptcy, Sheriff and Resale properties and any other duty assigned.
 - This position coordinates with the Brooks County Appraisal District to modify records according to the ARB determinations by performing the following duties.
 - This position must be proficient at handling cash and balancing daily transactions by performing the following duties of a Deputy clerk.
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Essential Job Functions:

- Regular attendance and timeliness at the worksite is required
- Ensures accuracy of funds collected and accountable for funds collected
- Prepares property tax payments for posting by verifying information on payments such as necessary dates, signature, and type of payment.
- Assists consumers by handling inquiries over the telephone and in person at the front counter.
- Assistance of Internet usage for tax inquiries
- Assists in approving short-term payment arrangements within office guidelines. Reviews delinquent accounts and contacts appropriate party(s) for payment.
- Close out tax collection drawer when work is complete, run daily report, run check tapes to turn over to cashier for balancing of tax drawer.
- Mails out statements to consumers such as receipts and balances due following posting of mail receipts or as requested by the taxpayer over the phone, fax, or email.

- Training of new employees
- Preparing, processing, inputting mortgage companies and their information for the new tax year
- Assists other department in the Tax Office as necessary
- Modifies property tax records according to ARB standards by adding/deleting necessary exemptions, etc.
- Performs all other related duties as assigned
- Assist in reconciliation of accounts

Education: Minimum ~ High School Diploma or GED equivalent with at least one to two years' customer service and cash handling experience. Must have the ability to follow verbal and written instructions and exhibit good communication skills. Must possess a thorough working knowledge of cash handling, computer data entry, customer service and general office procedures.

Experience/ Skills:

- Ability to type and enter data with appropriate speed and efficiency.
- Experience working with a 10 key calculator by touch, fax, multi-line telephone, and copy machines.
- Excellent interpersonal, oral and written communication skills.
- Ability to work effectively with co-workers, employees and supervisors in a pleasant, professional manner.
- Strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically.
- Able to work under pressure in a high volume office, produce accurate work and meet established deadlines.
- Dependable, resourceful, and able to work independently and to maintain confidentiality.
- Ability to understand and explain statutory law, rules and regulations concerning the Texas Property Tax Code.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the tax office.

Preferred:

- Experience working with property tax matters as well as a working knowledge of applicable laws and regulations.

- Public sector experience.
- Bilingual
- Data entry efficiency at a minimum of 40 wpm.
- Cash handling experience

Other Requirements: Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent 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.

Physical Requirements: The physical demands 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 to perform the non-essential functions.

Physical requirements include the ability to lift/carry files, boxes and other materials up to 20 pounds unassisted. Visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment; subject to sit, stand, and walk for extended periods of time.

Non-Exempt

Full-Time

Working Conditions/Environment:

- Work is primarily indoors in an air-conditioned, smoke free office.
- Continual work at a computer keyboard.
- This job takes place in a fast-paced office. The noise level in the work environment is usually moderate and can be high during busy hours of the day.

Safety Recommendations/Requirements

- The employee must be knowledgeable about and follow the Brooks County Employee Policy and Procedures Manual.
- Must sign Brooks County Policy and Procedures Manual Acknowledgment once manual is received and read.

Drug/Alcohol Policy

The Brooks County Drug/Alcohol Policy applies to this position. Pre-employment drug/alcohol test is required.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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All job 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.

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 other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Employee's Signature

Date

Department Head Signature

Date