

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

SR. REVENUE CLERK

JOB GRADE: 9

JOB CODE: 105

Department: Revenue
Reports To: Assessment & Collections Administrator
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 209.562-010, 219.362-010

JOB DESCRIPTION

Assess property for appropriate taxes and maintain database of associated information. Update information regularly in order to produce accurate tax bills, annually. Collect property taxes, ad valorem taxes on manufactured homes, and business personal property tax, and issue receipts. Assist the public and others by answering questions, calculating taxes, providing ownership data, making copies and updating records to include address changes, exemptions, or other information. File documents in accordance with established procedures. Account for and properly document all funds collected. Collect delinquent taxes, assist in land sales, and assist Assessment & Collections Coordinator, as needed.

ESSENTIAL JOB FUNCTIONS

- A. Assess property for appropriate taxes in accordance with local, state and federal laws, and maintain database of associated information:
1. Class land and improvements properly, and enter current use information to assure correct tax bills.
 2. Determine eligibility for exemptions, such as age 65, disability etc., using appropriate documents, and set exemption renewals.
 3. Print exemption card, obtain signature and file cards.
 4. Enter exemption classification and exemption code into computer system, in accordance with established procedures.
 5. Maintain exemption lists.
 6. Locate property boundaries from legal description and tax maps as required.
 7. Fill out appraisal field check cards, indicating information about improvements, such as date built, size, etc.
 8. Enter information and send out forms to individuals claiming "Over 65" exemption.
 9. Sign-up taxpayers and enter information into computer system regarding homestead exemption and current use, and reset accounts for homestead renewal.
 10. Verify address and value amounts in computer system/database.
 11. Post and class appraisal "no posts" periodically, post appraisals to abstract, update prior year appraisal values, and process future records.
 12. Recalculate building and land values.
- B. Collect property taxes for real property, manufactured homes, and business personal property, assist with land sale, and maintain related records:
1. Assist with preparing and mailing tax bills, Board of Equalization notices, homestead renewal forms, etc.
 2. Collect manufactured home, real estate, and business personal property tax, update computer system and generate receipts.
 3. Balance cash drawers daily so that cash and checks balance with teller report.

ESSENTIAL JOB FUNCTIONS (Continued)

4. Void incorrect tax bills, create supplements or escapes, and create new tax bills.
 5. Calculate tax bills for taxpayers, mortgage companies, attorneys, etc. including prorated bills.
 6. Check to assure that taxpayer has paid for all parcels, as needed.
 7. Follow-up on delinquent tax payments by sending notices via certified mail, and making telephone contact, if possible.
 8. Process timber tax by using information contained in the computer system.
- C. Assist with land sale and Board of Equalization hearings:
1. Assist with land sale by assuring that taxes have not been paid, searching for owner through a variety of means, attend land sale and record information.
- D. Provide assistance and information to customers and organizations, file documents, verify information, etc.:
1. Greet customers in person or via telephone, answer questions and provide information as needed.
 2. Provide appraisal value of property to Social Security and Medicaid Office.
 3. Confirm property ownership for Police Departments.
 4. Assist customers in finding deeds and locating property and parcel identification numbers on tax maps.
 5. Make copies for customers as needed.
 6. File property record cards in appraisal as needed.
 7. File other records in Revenue Office as needed.
 8. Verify address of property owners in order to assure that notices are sent to correct location.
 9. Read notices from the State Department of Revenue in order to stay abreast of procedures and changes in law.
 10. Assist with office equipment inventory by adding and deleting equipment as appropriate and verifying bar codes computer system and generate receipts.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of basic filing systems including alphabetic and numeric.
- Knowledge of basic mathematics sufficient to make calculations.
- Knowledge of the Code of Alabama as it pertains to assessment of taxes on real estate, manufactured homes, business personal property, and collection of taxes.
- Ability to read and comprehend departmental rules and regulations, procedures and instructions.
- Ability to operate basic office equipment, including a computer.
- Ability to communicate both verbally and in writing.
- Ability to understand verbal instructions and directives.
- Ability to locate property using tax maps, and descriptions in order to assist customers and communicate with city and county offices.
- Ability to perform moderately complex mathematical calculations with and without a calculator.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public providing information in a polite and efficient manner, both in person and on the telephone.
- Ability to make decisions in accordance with precedents and regulations and apply them to the work situation.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or GED certificate plus five years of experience as a Revenue Clerk performing tax collection and establishing and maintaining county tax records using a computer system, or an equivalent combination of education and experience.
- Successful completion of *AL IV – Introduction to Property Tax Administration*, *AL III – Basic Mapping AL IIa – Alabama Appraisal Manual (Residential/Agricultural)*, *Real and Personal Property Calculations*. Any coursework not completed at the time of appointment must be completed within twelve (12) months following appointment.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.