**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Position:*** | Deputy Clerk | ***Department:*** | Tax Collector |
| ***FLSA Classification:*** | Non***-***Exempt | ***Reports To:*** | Tax Collector |
| ***Salary Range:*** |  | ***Employment Status:*** | Full Time |

**Position Summary:**

The Deputy Clerk performs a variety of clerical procedures related to property tax, motor vehicle taxes and other transactions required in the operation of the Tax Collector’s office.

**Essential Functions:**

1. Process transactions with customers at window related to property tax, motor vehicle, special tax transactions, or any other tax transaction related to the issuance of automobile license plates/decals and mobile home decals.
2. Issue and renew vehicle licenses in person with public, internet, or mail registration.
3. Issue privilege licenses.
4. Determine amounts due and accepts payments from taxpayers.
5. Order personalized license plates.
6. Process title applications.
7. Enter tax collection data in computer.
8. Respond to telephone inquiries.
9. Ensure security of assigned motor vehicle validation receipts and license plates.
10. Maintain accurate accounting of all cash and check transactions to properly balance cash drawer daily.
11. Reconcile discrepancies of cash drawer.
12. Submit balance reports daily.

**Knowledge, Skills and Abilities:**

* Ability to communicate effectively orally and in writing
* Ability to apply standard mathematical concepts
* Ability to give clear, concise instructions and information
* Proficient in use of ten-key adding machines and other standard office equipment
* Ability to efficiently operate a personal computer and use associated software (Microsoft Office) and selected software programs utilized by the department
* Excellent customer service skills
* Ability to follow all safety procedures
* Ability to use safety equipment as required for job

**Physical Requirements:**

* Read and interpret documents such as policies, procedures, and instructions
* Lift and/or move objects up to 20 pounds occasionally
* Stoop, bend and kneel occasionally to accomplish job-related tasks
* Repetitive movement of hands and fingers to operate computers and other office equipment
* Reach and grasp using fingers, hands, and arms continually to perform job-related tasks
* Regularly sit in a fixed position
* Frequent walking, standing, or moving about to assist customers, access information or operate office machinery
* Constantly operates a computer and other standard office machinery
* Vision abilities include close and distance vision, ability to adjust focus, and depth and color perception to read regular and small print and produce and view electronic documents
* Regularly exchange information through speaking and listening in person and by telephone

**Education and Experience:**

* High School Diploma or equivalent

**Please send resumes to Sflanagan@rankincounty.org**

***Americans with Disabilities Act***

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the county.*