

TAX & PERMIT SPECIALIST

NATURE OF WORK

This is specialized clerical work of an accounting or financial nature. Positions of this class are responsible for calling on individuals and firms who are delinquent in payment of property taxes, or acquiring occupational licenses, beer, liquor, and amusement licenses. Purpose of work is to collect payment for delinquent accounts. The incumbent works under the general supervision of Director of Revenue and Tax; however, the employee exercises independent judgment within a framework of established policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties).

- Receives payments from the public for city services such as permits, and taxes; balances receipts against statements; posts payments to records manually or with the use of a bookkeeping machine or computer; responds to questions from the public by phone or letter; researches records to determine problems and corrects records.
- Reviews list of delinquent accounts and tracks calls or correspondence to be made. Calls on individuals and firms who are delinquent in payment of property taxes, occupational and amusement licenses; calculates amount dues; prepares cancellations for inactive firms; maintains current address information; balances receipts to reported totals.
- Balances and manages security deposit funds, municipal tax collection, license and permit issue and fee collection.
- Prepares tax notices, collects tax payments, prepares records for sale of property due to delinquent taxes.
- Prepares various utility permits, notifies alcoholic beverage retailers of need for permit renewal, and works with Public Works Director to verify code compliance.
- Notifications to property owners of code violations.
- Billing property owners for work done pertaining to violations of property.
- Verifies and issues appropriate licensure and permits for individuals and businesses in compliance with all state, federal, and local laws.
- Does filing, record maintenance, and similar clerical duties.
- Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of tax laws, license requirements, regulations, procedures, and enforcement processes related to the collection of delinquent taxes and licenses are encouraged.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to read comprehensively and explain clearly the sections of the laws, regulations, policies, and procedures relative to tax and license requirements.
- Ability to make arithmetic calculations and tabulations accurately.
- Ability to deal with the general public in a courteous and tactful manner.
- Ability to establish and maintain effective relationships with superiors and other employees.
- Skill in the use of the calculator or adding machine and other standard office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school or general education diploma plus experience in collecting delinquent accounts (preferably tax collection); or any equivalent combination of clerical training and experience. Must be a registered voter.