

Monona County
Employer's Job Description
(Revised 04/24/2019)

Name: _____

Department: Treasurer Office

Position Title: Property Tax/Financial Clerk

Pay Grade: TBD

Status: Hourly

Reports To: County Treasurer

Primary Purpose of Position

The primary purpose of this position is responsible for assisting the public in the office, by phone or through email with Tax issues, questions, or requests. Assist Tax Deputy. This position's work schedule is forty (40) hours per week, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Treasurer:

Knowledge, Skills, & Abilities Required

- Process tax payments; process miscellaneous receipts
- Assist in preparing property tax bills
- Assist in mailing delinquent notices
- At year end, verify Elderly Tax Credit forms are complete and enter the credits in the system; verify future payments are applied correctly
- Assist Treasurer with claims to be paid, keep Expense report updated
- Monthly Paid & Due Report
- Enter all receipts and disbursements on a balance sheet for each of our 3 departments as well as all the miscellaneous receipts brought in by all County offices for our daily balance. The information on the daily sheet is entered each day on an Excel worksheet, which is then reconciled for the month end balance to balance all bank accounts and investments to the General Ledger
- Access the online banking system daily and process the paid warrants that have cleared the bank. Balance them and manually cash them off of the financial system
- Execute a mobile home clearance for Motor Vehicle Dept.
- Operate computer, copier, scanner, fax, postage machine
- Backup for Tax deputy in daily balancing
- Cross-train in Driver's License Department and assist DL Deputy in all aspects of DL issuance
- Backup for drivers' license deposits and daily driver's license fee reports
- Attend occasional meetings, conference, or training which may require overnight travel.
- Able to count money and make change, and stand for long periods

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED. Experience and training in computer use with progressively responsible administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid Iowa motor vehicle operator's license and provide proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment.
- Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively with the public and the Treasurer's office personnel, assist the public, and provide instructions in a pleasant manner.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgement in dealing with the public.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of the public.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.
- Ability to exert moderate physical activity, climb stairs, and able to lift and carry materials.

Environmental Conditions

- Ability to work under a variety of conditions; some of which may be uncomfortable and conditions and exposure to injury is possible.

Compliance

- Compliance with the employee handbook, county policies, department work rules, and supervisor or elected official directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements. I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Elected Official Signature

Date

Date