

FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT  
TAX COLLECTOR

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for a variety of specialized clerical duties in support of the Tax Collector's office including receiving and receipting tax payments, maintaining ledgers, processing payments made by mail, typing correspondence, preparing items for mailing, preparing lists, etc. Reports to the Tax Collector.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives and receipts tax payments from customers. Writes tax payments in daily transaction ledger.

Assists customers with problems and complaints.

Answers the switchboard for the Courthouse; responds to calls appropriately.

Assists in preparing delinquent tax notices for mailing.

Assists in preparing listing for delinquent tax sale.

Assists with the delinquent tax sale.

Assists attorneys and title searchers with checking property taxes.

Checks Tax Assessor records and Treasurer's records for information concerning delinquent taxes as appropriate.

Collects and files South Carolina Employment Security Commission Executions.

Files Bankruptcy report.

Types correspondence as required.

Operates and maintains a variety of office machines and equipment such as computer, typewriter, adding machine, copier, cash register, fax machine, etc.

Communicates with customers, supervisor, co-workers, personnel from various county departments, courthouse personnel, attorneys, mortgage companies, etc.

#### ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

High school diploma and three to five years of experience in clerical, bookkeeping, or general office work, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

#### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computer, typewriter, adding machine, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking or standing for brief periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional,

structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare tax notices, tax sale documents, and general letters of correspondence, etc., using the proper format, punctuation, spelling, and grammar. Requires the ability to communicate with co-workers, supervisor, customers, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office and other equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

## PERFORMANCE INDICATORS

Knowledge of Job: Is thoroughly familiar with processes and procedures, rules and regulations, etc. relative to the operation of the Tax Collector's Office as they pertain to duties of the position. Is able to communicate effectively both orally and in writing. Has the ability to establish and maintain effective relationships with staff and general public. Is able to operate and maintain a variety of office machines and equipment including computer, copier, adding machine, typewriter, etc. Is able to collect, compile, prepare and present information in a clear, concise manner. Has the ability to perform mathematical calculations as required accurately and in a timely manner. Is able to advise and deal effectively with persons requesting information relative to Tax Collection. Is able to use independent judgment in routine situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures,

etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**