

**UNION COUNTY  
JOB DESCRIPTION**

**JOB TITLE:** Assessment & Taxation      **DEPARTMENT:** Assessor/Tax Collector  
Senior Department Specialist

**APPROVED BY:** Union County Assessor/Tax Collector    **DATE:** April 2024

**PURPOSE OF POSITION:**

Performs advanced and complex clerical duties to support a complete and specialized departmental function. Provides support as assigned for property tax assessment and tax collection; does related work as required.

**ESSENTIAL JOB FUNCTIONS:**

- Assist the public in a professional manner by telephone, mail, email and in person.
- Accurately process tax payments, daily tax payment turnover, and tax payment distribution.
- Accurately accept and balance checks, cash, and other forms of payments from customers.
- Answer and direct telephone calls to the appropriate persons using a multi-line telephone system.
- Navigate and update the assessment and taxation operating system and Windows based software including Word, Excel, Outlook, etc.
- Type forms and correspondence accurately and in a professional manner.
- Operate various machines and electronic systems including, but not limited to: digital imaging systems, postage machine, mass mail handling equipment, fax machine, ten-key adding machine and copiers.
- Process personal property returns.
- Audit personal property accounts by either physical inspection or by phone.
- Read legal descriptions to identify the location of real property on cadastral maps.
- Process documents accurately changing ownership and/or property records.
- Knowledge of departmental policies and procedures and the ability to explain those policies and procedures to the public.
- General knowledge of assessment and taxation laws and statutes.
- Prepare tax statements, documents and various forms for mailing, utilizing bulk mail procedures.
- Process a variety of payments including precollection of taxes, warrant fees, foreclosure fees, and Assessor fees.
- Prepare reports and provide analysis of complex data as needed.

THE ABOVE JOB FUNCTIONS COVER THE MOST SIGNIFICANT DUTIES PERFORMED BUT DO NOT INCLUDE OTHER OCCASIONAL WORK.

## **JOB QUALIFICATION REQUIREMENTS**

### **MANDATORY REQUIREMENTS:**

High school graduation or equivalency, and two years of experience performing clerical work; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Ability to work independently and utilize time efficiently to complete assigned tasks. Ability to do multiple tasks with numerous interruptions while maintaining accuracy and efficiency. Ability to communicate effectively and deal tactfully with the public and other agencies. Must possess good organizational skills and the ability to follow written as well as verbal instructions. Ability to compute mathematical calculations with speed and accuracy. Ability to operate standard office equipment, including computer and ten-key adding machine.

**Ability to perform job assignments with a high degree of accuracy and neatness that requires only periodic supervision after a reasonable training period.**

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is required to sit, stand, reach, bend, kneel and manipulate objects, tools, or controls. The position requires the ability to communicate verbally. The position may require sitting or standing for long periods of time.

### **WORKING CONDITIONS:**

Work location is primarily in a professional office environment with occasional trips for training.