



Title: Assistant Deputy Tax Collector

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to assist with billing taxes, occupational licenses and permits, processing collections, processing and issuing Special Event Permits, and cross training on all duties. This is accomplished by importing tax data; preparing the tax roll; printing and mailing notices; preparing legal notices, processing deeds, redemptions, and correspondence; mailing occupational licensing renewal applications; reviewing applications and payments; preparing receipts; contacting customers and maintaining their records; and preparing and approving special event permit documents. Other duties include handling confidential information; monitoring office supplies; verifying collections and funds; sending monies to the bank; attending various seminars; sharing other duties as assigned; and assisting co-workers.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Assists with all duties to bill and collect for taxes, licenses and permits by importing tax data; compiling reports; processing requests to flag accounts; processing bills for mailing; collecting and posting payments from service window; monitoring delinquent accounts and compiling their reports; mailing delinquent notices; making reminder phone calls; preparing legal advertisements, tax deeds, redemptions, and correspondence; processing change orders and refunds; verifying paid taxes; sending receipts; preparing reports for various officials; working with city officials; assisting businesses through the entire licensing process; opening new business accounts; updating customer information; terminating closed business accounts; monitoring businesses without licenses; and working with city police and inspectors to ensure permit approvals.	35%
2	S	Assists with customer service, office maintenance, and other duties by preparing information for auditors; updating tax and license forms; maintaining office filing; preparing and submitting time sheets and business reports; handling customers at service	20%

Commented [DC1]: Percentages changed with removal of courier duties.



		window; attending various seminars; and performing other functions as assigned. Acts as a backup for Deputy Tax Collector	
3	S	Assists with processing any collections and funds received by verifying received monies; reviewing and preparing reports and receipts; posting collections; sending copies of receipts to departments; maintain spreadsheets; retrieving all money in the cash drawer; creating reports and sending them to appropriate officials; and keeping original reports on file.	20%
4	S	Assists with all duties pertaining to issuing Special Event Permits by aiding customers through permit application and approval; following ordinance; sending permit application and documents to police and city officials for final approval; and making copies of final documents, sending out copies as needed and keeping them properly filed.	25%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to high school diploma or equivalency.
Experience	Minimum two years business office work.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid operator's license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	communicating with co-workers, observing work duties
Sitting	C	desk work, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment, files, supplies
Carrying	O	equipment, files, supplies
Pushing/Pulling	O	equipment, file drawers, tables and chairs
Reaching	F	for files, for supplies
Handling	C	monies, paperwork
Fine Dexterity	C	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	R	stairs, step stool
Balancing	R	on step stool
Vision	C	computer screen, driving, reading
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	N	driving
Other (specified if applicable)		

Commented [DC2]: Items changed with removal of courier duties



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Multi-line telephone, calculator, fax machine, credit card reader, typewriter, postage machine, automatic envelop opener machine, copy/printer/scanner, receipt printer, computer, Microsoft Office Programs, adobe aerobat, burster, and counterfeit bill detector.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) Driving/Road Conditions

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

City of Thibodaux, LA



(3)N/A

