

TAX CASHIER (P/T) (S)

Department: Tax Receiver
Classification: Non-Competitive
Specification Number: 1620
Approved: 3/19/22
Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of experience working with financial records and accounts, the receipt and recording of property tax payments, or experience working with assessment records.

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this class receives money and issues receipts either through the mail or from taxpayers who come to the Tax Receiver's office. The duties of this position require an ability to count money, to give change and in the proper procedures of receipting tax bills and are performed according to established and defined procedures. Duties are of a more complex nature than those of Clerk or Cashier since the incumbent must enter and extract information from Data Processing via a receipting machine; and the incumbent is responsible for properly receiving and receipting large sums of money. The incumbent may be personally responsible for monetary errors which are made in the receipting procedures. Work is checked by a daily proofing of receipting machine tapes and by periodic audits of records. Does related work as required.

TYPICAL WORK ACTIVITIES

- Receives cash, checks, money orders or credit cards in payment of tax bills and issues receipts;
- Operates a computerized receipting machine which verifies the amount of taxes due;
- Validates tax bills and issues receipts;
- Mails out receipted tax bills or issues them to taxpayers who come to the office;
- Records and balances all transactions daily by running adding machine tapes as proofs against receipting machine tapes;
- Assists in opening, sorting and routing mail;
- Compiles pages of current tax roll books by separating and binding computer printout sheets;
- Gives information to taxpayers over the telephone or in person.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Some knowledge of the principles and practices of cashier duties as they relate to the receipt of tax monies; some knowledge of basic arithmetic; some knowledge of office practices, procedures and equipment related to the receipt of taxes; skill in the operation of receipting machines, calculating machines and other related office machines; ability to make accurate arithmetic computations; ability to receive cash or checks and make change accurately; ability to learn the operation of receipting machines and other necessary office equipment; ability to learn the principles and practices of cashier duties; ability to learn the office procedures and methods used for receiving and accounting for the receipt of money; physical condition commensurate with the demands of the position.