

SENIOR TAX CASHIER

Department: Tax Receiver
Classification: Competitive
Specification Number: 1630
Approved: 3/19/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience working with financial records and accounts, the receipt and recording of property tax payments or experience working with assessment records.

PROMOTIONAL

One (1) year of permanent competitive status as a Tax Cashier.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class is responsible for maintaining controls over monies received, and bank deposits made, for the Tax Receiver's Office. Supervision is exercised over entry level Tax Cashiers and their collection of money. Work is supervised by the Tax Receiver and/or the Deputy through conferences, written reports and periodic inspection of records kept. Does related work as required.

TYPICAL WORK ACTIVITIES

- May supervise Tax Cashiers in the collection of monies for the Tax Receiver's Office;
- Prepares and makes bank deposits of daily tax receipts; tallies and maintains records for each cashier of total receipts on a daily basis;
- Confers with local bank personnel in relation to any discrepancies that may arise;
- May assist in the preparation of tax rolls for the Tax Receiver's Office and in the maintenance of current files of property owners;
- Confers with administrative supervisors to solve any problems that may arise with taxpayers and their tax bills;
- Prepares daily or periodic reports of receipts for the Tax Receiver and assists in the preparation of audit reports;
- Trains personnel in the use of equipment needed for the proper processing of tax bills;
- Confers with administrative supervisors to solve any problems that may arise with taxpayers and their tax bills.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles and practices of cashier duties as they relate to the receipt of tax monies; good knowledge of basic arithmetic; good 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 plan, assign and supervise the work of personnel in a manner conducive to full performance and high morale; ability to establish and maintain positive relationships with the members of the staff and with the general public; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.