

Shelby County Government

POSITION DESCRIPTION

POSITION TITLE:	Occupational Tax Specialist	DEPARTMENT:	Occupational License
CLASSIFICATION:	Administrative	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$17-\$23/hr.	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Occupational License Administrator

POSITIONS SUPERVISED: None

POSITION PURPOSE

Responsible for providing courteous customer service, processing of tax returns, tax payments and performing other collection and audit activities as may be required. Also responsible for business license renewals and maintaining an up-to-date list of Shelby County businesses.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assist business owners with completing required licensing forms.
2. Log daily receipts for County Tax Administrator/ABC Administrator.
3. Receive and process applications for business licenses and issue licenses.
4. Create and update records with personal and financial data to assist the County Tax Administrator/ABC Administrator.
5. Primary contact for businesses in the community for licenses.
6. Prepares occupational tax bills quarterly.
7. Process quarterly/annual tax returns and fees payments for all registered businesses.
8. Mail/email quarterly and annual tax notifications to all registered businesses.
9. Contact businesses with expired licenses for proper compliance.
10. Prepare and issue notices for delinquent and/or unlicensed businesses and follow necessary collection procedures.
11. Stay informed of current business license and occupational tax regulations.
12. Maintain confidential database pertaining to all licensed businesses.
13. Examine tax returns and post payments to accounts.
14. Determine underpayments and invoice customers.
15. Supports other staff members and assists other personnel as necessary.
16. Files and retrieves documents, records, and reports to aid County Tax Administrator/ ABC Administrator.
17. Attend any required meetings/training sessions.

18. Manage office phone calls, mail and parcel deliveries.
19. Provide assistance to co-workers as needed.
20. Perform other duties and projects as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Two years of college majoring in business or accounting, or three to five years of progressively responsible experience in bookkeeping, accounting, or related field in a municipal setting
- Must be Bondable.

EXPERIENCE REQUIRED:

- Administrative work experience may substitute for college education requirement.
- Microsoft Word, Excel, PowerPoint, and Database Software experience.
- Multi-tasking skills a plus.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of applicable local and state laws pertaining to occupational tax
2. Ability to keep abreast of changes in policies, programs, procedures, standards, and regulations applicable to the work unit.
3. Knowledge of Administrative procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
4. Knowledge of Business and Management Principles.
5. Knowledge of Electronic Equipment, Computer hardware, and software, including applications and programming.
6. Adjusting actions to convey information effectively.
7. Managing one's own time and the time of others.
8. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
9. Performing day-to-day administrative tasks such as maintaining information files and the processing of paperwork.
10. Providing information to the Department Head, co-workers and subordinates by telephone, in written form, email or in person.
11. Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
12. Regular use of confidential information.
13. Ability to deal with frequent interruptions throughout the day.
14. Ability to create complex arithmetic computations and prepare statistical reports.
15. Knowledge of Microsoft Office

16. Ability to communicate clearly and concisely in person, by phone and in writing.
17. High level of maturity, integrity, and discretion with the ability of manage time efficiently.

CONDITIONS OF EMPLOYMENT:

- Completion of Background Check
- Completion of Drug Screen
- Fiscal Court Approval

WORKING CONDITIONS PHYSICAL EFFORT:

- Work is typically performed indoors sitting at a desk with intermittent sitting, standing and stooping.
- Lifting up to 20 pounds is requirement of the position.
- Reach overhead with hand and arms.
- File in and retrieve documents from filing cabinet.

OVERTIME REQUIREMENTS: Non-Exempt

AVAILABILITY: Regular Shift may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.

Shelby County Fiscal Court is an Equal Opportunity Employer.