

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Clerk
DEPARTMENT: Treasurer
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT III (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Clerk for the LaPorte County Treasurer's Office, responsible for performing various administrative duties.

DUTIES:

Answers telephone and greets office visitors, answers questions regarding tax issues and departmental procedures, furnishes tax record information, and/or routes callers to appropriate persons or department. Open, sorts, and distributes mail as needed.

Assists tax-paying citizens by checking exceptions for questionable amounts, making copies of lost tax statements upon request, accepting tax payments, and providing receipts according to established procedures of Treasurer's Office.

Assists with semi-annual tax collection procedures, including preparing, packing, and mailing tax bills, responding to problems and complaints from tax payers, receiving and receipting tax payments, and balancing and posting operations daily to assure complete accuracy.

Assists with annual personal property tax judgment and delinquent tax sale, determining delinquent tax accounts, calculating interest payments, preparing and mailing delinquent tax notices, responding to problems and complaints from tax payers, receipting and receiving tax payments, and preparing accurate and complete listings of unpaid bills and parcels to be sold.

Requests lists of County employees working for publicly funded entities, checks lists for tax delinquencies, notifies employees of garnishment actions, notifies employer if taxes not brought current, and monitors status of these employees daily.

Maintains and updates computer files and other paperwork for inheritance taxes, bankruptcies, gross income tax, lending codes, and judgments. Determines taxes owed, submits claims, receives payments, and balances corresponding tax account statements on a monthly and yearly basis.

treasurer/clerk

Occasionally provides information to banks and mortgage companies concerning lending codes and bankruptcy claims. Deletes completed loans from computer and adds new loans for mortgage companies.

Assists with maintaining and continually updating sanitation files, tracking penalties and payments, and balancing sanitation liens at settlement.

Assists with balancing bank statements with Treasurer's records and gathers bank statements from computer bi-monthly.

Assists residents with obtaining mobile home permits to move or acquire/transfer title, including determining and researching judgments, verifying accuracy of title, and assuring taxes are paid. Assists residents with completing liquor clearances.

Maintains and continually updates current computer mailing addresses of County residents.

Occasionally takes monies received in Treasurer's Office to various banks for deposits.

Supervises and maintains operations of office in absence of Deputies and assists other clerks and deputies in performances of their duties as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of Treasurer's Office and tax collection policies and procedures, and ability to apply procedures to regular and routine duties.

Working knowledge of all computer software programs used by Treasurer's Office.

Knowledge of standard English grammar, punctuation, and spelling, ability to type with speed and accuracy, and ability to perform arithmetic calculations necessary for bookkeeping operations.

Ability to accurately maintain and update files and compile records.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to operate a variety of office equipment, such as computer, printer, typewriter, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

treasurer/clerk

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, banks, realtors, tax servicing agents, title companies, law firms, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally work extended, evening, and/or weekend hours to meet tax deadlines.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively recurring and standard duties according to established practices and procedures of the department, using some independent judgment and taking action in determining and implementing the best methods to achieve intended results. Errors in incumbent's work are primarily detected or prevented through supervisory review and/or notification from other departments. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, banks, realtors, tax servicing agents, title companies, law firms, and members of general public for the purposes of coordinating services, requesting/providing tax-related information, accepting tax payments, and resolving tax inquiries.

Incumbent reports directly to the Deputies and indirectly to the Treasurer.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, reaching, close vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be occasionally required to work extended, evening, and/or weekend hours to meet tax deadlines.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Clerk for the LaPorte County Treasurer’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name