

TAX ASSESSOR-COLLECTOR OF WALKER COUNTY

POSITION DESCRIPTION

POSITION TITLE: Deputy Specialist I

SALARY GROUP: 5

DEPARTMENT: Vehicle Registration

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Diana L. McRae, Tax A/C

DATE: February 21, 2014

I. POSITION SUMMARY

Process title transfers, vehicle registration and alcohol beverage permits. Collect and be accountable for the taxes and fees related to these transactions. Provide friendly, efficient, and timely front-line customer service to the public. Performs other duties to be determined and assigned as needed.

II. ESSENTIAL FUNCTIONS

- A. Provide friendly, proficient customer service to the public
- B. Process title transfers and issue vehicle registration, renewal stickers, and replacement plates
- C. Issue temporary permits for automobiles and disabled plates and/or placards for eligible applicants
- D. Review title paperwork including all required forms and records for accuracy and proper computer entry and filing
- E. Process all relevant paperwork pertaining to automobiles, trucks, trailers, etc.
- F. Collect and be accountable for the taxes and fees related to these transactions
- G. Handle and balance money presented in payment of fees
- H. Accept and properly store customer checks and cash at the workstation to include following collection procedures for insufficient funds
- I. Balance cash drawer with daily receipts at the close of business daily
- J. Achieve and maintain a personal awareness of state laws and published regulations related to vehicle registration, title transactions and sales tax compliance
- K. Collect fees and surcharges for liquor and beverage permits and renewals
- L. Assist with maintaining all inventory and the security of inventory at all times
- M. Assist in Voter Registration/Elections during peak election times and when needed
- N. Performs other duties to be determined and assigned as needed

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. High School Diploma
 - 2. Must be bondable
 - 3. Two year full-time, wage-earning general office experience required

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Deputy Specialist I, Vehicle Registration, Minimum Qualifications continued...

4. Computer experience and aptitude required
5. Experience in accounting and cash management required
6. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, and presentation software programs preferred
7. Experience working in a Vehicle Registration office preferred
8. Bilingual (English and Spanish) preferred

B. Knowledge and Skills

1. Knowledge of basic office and accounting procedures
2. Knowledge of the operation of common office equipment including: computer, typewriter, fax, ten key calculator, copy machine, etc.
3. Knowledge of the organizational structure of county government
4. Skill to communicate ideas and instructions clearly and concisely
5. Skill to interpret and apply rules, regulations, policies and procedures
6. Skill in problem-solving techniques
7. Skill to read/proof reports and detect errors
8. Skill to count and balance money, plus the ability to count change due back to the customer when exact fees are not presented as payment
9. Skill to learn and retain large amounts of information
10. Skill to work independently and function effectively in a team-oriented environment
11. Professional attitude and appearance required
12. Exceptional attendance, punctuality, and trustworthiness required

IV. ADDITIONAL REQUIREMENTS

- A. Ability to maneuver; physical effort is required
- B. While performing this job, the employee is required to sit, talk, hear, walk, stand, bend, reach, lift, carry objects that typically weigh 30 lbs or less
- C. Conditions include working inside, working around machines, working closely with others, working alone, providing courteous assistance to the public