



JOB DESCRIPTION
Tax Office Bookkeeper

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The Tax Office Bookkeeper under the direct supervision of the Tax Assessor Collector, performs general bookkeeping, financial transactions, and records to contribute to the efficient operation of the school tax office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Two or more years of experience in accounting or bookkeeping related fields

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of accounting principles and practices
- Ability to use calculator (10-key by touch)
- Ability to use personal computer and software to develop spreadsheets and do word processing
- Proficient skills in typing, keyboarding, and file maintenance
- Ability to work with numbers in an accurate and rapid manner to meet established deadlines

DUTIES AND RESPONSIBILITIES:

1. Supervises tax clerks in the absence of the tax assessor collector.
2. Answers telephone, internet (e-mail) and mail inquiries.
3. Helps those individuals that come into the tax office for payment of taxes, information, or exemption forms for Bexar Appraisal District.
4. Works with schools and general public with attendance inquiries.
5. Facilitates supplemental and corrections to Tax Roll as provided by Bexar Appraisal District, including preparing refund checks.
6. Types letters for corrections and send other correspondence out.
7. Updates ownership and addresses from various sales information sources.
8. Finds and uses maps to locate district property.
9. Enters changes to tax master file at Appraisal Collection Technology.
10. Processes return mail with current address changes.
11. Processes and posts delinquent tax statements.
12. Monitors litigated accounts, making corrections when closed.
13. Maintains Tax Assessor/Collector Bank Account records.
14. Works the Tax Attorney in delinquent tax collections and law suit proceedings.
15. Reports information on new property development in Judson, to the Tax Assessor/Collector.
16. Consolidates food service and district monies for armored delivery to bank vault.
17. Maintain Registered Tax Collector status with Board of Tax Professional Examiners.
18. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, understand instructions, analyze, differentiate, memorize, read, compile, interpret, compute, instruct, maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, balance, stoop, kneel, pull, push, reach, repetitive hand motions, hear, speak, visual acuity, distinguish colors, prolonged or irregular hours during peak times, works with frequent interruptions.

SUPERVISORY RESPONSIBILITIES:

Supervises tax clerks in the absence of the tax assessor collector

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 8

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 23, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.