



JOB DESCRIPTION
Tax Clerk I

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The Tax Clerk I under the direct supervision of tax assessor-collector, contributes to the efficient operation of the school tax office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year of clerical experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of basic office procedures
- Proficiency in use of calculator and office machines
- Ability to communicate effectively

DUTIES AND RESPONSIBILITIES:

1. Answers telephone, mail inquiries and e-mail inquiries and responds or routes to appropriate staff.
2. Assists those individuals who come into the tax office for payment of taxes or information, including filing for exemptions.
3. Processes tax certificates and billings for tax certificates.
4. Researches and updates ownership, address, and mortgage code records from various information sources. Processes tax statement requests from mortgage companies and fiduciaries for payment.
5. Processes and posts receipts of payment.
6. Prepares deposits and disbursements. Records deposits and disbursements, writes checks, maintains tax clearing account ledger.
7. Assists tax attorney in delinquent tax collections and law suit proceedings.
8. Reports information concerning new property development to tax assessor/collector.
9. Consolidates food service and district money for armored delivery to bank vault.
10. Prepares deposits and disbursements for escrow accounts, records and updates payments for quarter payment files and records on spread sheet. Records and maintains files for bankruptcy accounts, and legal aid accounts.
11. Assists general public with attendance information.
12. Maintains registered Texas collector status with Board of Tax Professional Examiners.
13. 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, concentrate, reason, understand verbal instructions, analyze, differentiate, read, compile, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds). Performs repetitive hand motions, hear, speak, and possess visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment and calculator

Paraprofessional Pay Grade: 5

Days: 226

Wage/Hour Status: Nonexempt

Updated: March 19, 2009

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.