

ACCOUNT CLERK I AUDITOR'S OFFICE

Cherokee County, SC

**Location**

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

AUDITOR'S OFFICE

FLSA

NON-EXEMPT

Job Summary

The general duties will include but are not limited to performing difficult skilled clerical work involving appraisal, listing, and billing of individual and business, real and personal property taxes. This role also performs related work as required under the regular supervision of the Auditor.

Essential Functions

Essential Functions	% of Time
• Record Processing and Organization Duties ➤ Listing taxes; preparing and mailing tax bills; collecting taxes; performing clerical assistance tasks; entering data; maintaining records and files; assisting the public. ➤ Appraises, lists and bills taxes; enters data into computer and maintains a chronological record and file of all billed taxes in order for Treasurer to collect. ➤ Codes, maintains and prepares tax roll for retail businesses; processes corrections and supplementals. ➤ Processes assessments on boats and motors and enters each one in the computer for collection by Treasurer. ➤ Enters property assessment data into computer system; processes requests for information on land parcels; receives, reviews and processes real estate information and prepares tax notices ➤ Prepares, maintains and processes various reports, forms and letters; prepares status reports on work to be completed. ➤ Receives and reviews various documents, records, and forms such as payments, deeds, mortgages, letters of correspondence, etc. to be able to advise taxpayers of their rights and possibilities for tax breaks. ➤ Utilizes various office equipment such as computer, typewriter, adding machines and Code of Laws of South Carolina.	45%
• Customer Service Duties ➤ Receives citizen's inquiries, complaints and service requests and resolves them within the framework of established policies, procedures, laws and ordinances. ➤ Answers questions and complaints from public while providing correct information, assistance, instruction and advice to tax payers, attorneys, mortgage companies, etc. regarding tax status, tax history, procedures and other tax matters; gives direction to other county offices; explains laws and procedures governing tax matters. ➤ Determines districts, assessment or value of each vehicle licensed in the county and advises taxpayer of exempt status requirements. ➤ Is responsible for processing, preparing and maintaining outgoing correspondence to the general public, attorneys, businesses, accountants and other county offices. ➤ Takes and determines qualifications for Homestead exemption	50%

- applications. ➤ Interacts and communicates with various individuals and groups such as tax payers, attorneys, real estate agents, county personnel, fellow employees, etc. to exchange information.	
• Other Misc Duties as Assigned: ➤ Assist the County Auditor with special projects under their direction as needed.	5%

Qualifications

Job Requirements
• Preferred associate's degree or (3) years of considerable experience involving tax listing or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. • Requires the ability to establish and maintain effective working relationships with associates and the general public. • Requires good mathematical and communication skills. • Must have the ability to operate standard office and data entry equipment. • Must have the ability to make decisions relating to assigned operations with applicable laws and policies. • Requires knowledge of routine accounting principles and practices, and standard office methods and procedures. • Requires thorough knowledge of tax appraisal, listing, billing or collection programs, policies and procedures. • Must be able to operate a motor vehicle and in possession of a valid driver's license. • Must be able to successfully pass a drug screen.

Performance Requirements

- Ability to:

Compare and or judge the readily observable functional, structural, or compositional characteristics {whether similar to or divergent from obvious standards} of data, people, or things.

Speak and/or signal to people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Read a variety of documents and reports. Requires the ability to prepare documents and reports, using the proper format, punctuation, spelling and grammar.

Communicate with co-workers, supervisor, other County employees, and the general public while exhibiting poise, voice control, and confidence.

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Understand tax law as it relates to the Auditor's Office and properly apply it to job related duties

Organize and maintain large amounts of files and information.

Understand and apply tax law practices to daily job duties.

Other Information

Working Conditions

Primary Work Location: Cherokee County Administration Building
110 Railroad Avenue Gaffney, SC 29340

Physical Demands:

Performs sedentary work that involves sitting, staring at computer screens for moderate periods of time. May involve exerting up to 20 pounds of force on a recurring basis, requires skill, adeptness and speed in the use of fingers, hands or

limbs on repetitive operation of electronic office tools within moderate tolerances and limits of accuracy.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.