

PART TIME ACCOUNT CLERK – AUDITOR'S OFFICE Cherokee County, SC



Location

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Part Time

Department

AUDITOR'S OFFICE

FLSA

NON-EXEMPT

Job Summary

The general duties include performing skilled clerical work involving appraisal, listing, and billing of individual and business real and personal property taxes. The position assists with record processing, data entry, and public inquiries regarding property tax matters while working under the regular supervision of the County Auditor.

Essential Functions

Essential Functions	% of Time
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Record Processing and Organization Duties	45%
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- Lists taxes, prepares and mails tax bills, collects taxes, and performs clerical assistance tasks.
- Enters data and maintains records and files related to tax billing.
- Appraises, lists, and bills taxes while maintaining chronological records for the Treasurer's Office.
- Codes and prepares tax rolls for retail businesses and processes corrections and supplementals.
- Processes boat and motor assessments and enters records into the computer system.
- Processes land parcel information, prepares tax notices, and maintains reports and correspondence.

- Reviews deeds, mortgages, payments, and other documentation to assist taxpayers regarding tax matters.

- Utilizes office equipment including computers and other office tools to perform assigned tasks.

Customer Service Duties

50%

- Responds to citizen inquiries, complaints, and service requests within established policies and procedures.

- Provides assistance and guidance to taxpayers, attorneys, mortgage companies, and the public regarding tax status and procedures.

- Explains laws and procedures governing tax matters.

- Determines vehicle districts and assessment values and advises taxpayers on exemption requirements.

- Prepares and maintains outgoing correspondence to taxpayers, businesses, attorneys, and county offices.

- Processes Homestead Exemption applications and related documentation.

- Communicates with various individuals including taxpayers, attorneys, real estate agents, and county staff.

Other Duties as Assigned

5%

- Assists the County Auditor with special projects and related duties as assigned.

Qualifications

Education and Experience

- Preferred associate's degree or three years of experience involving tax listing or equivalent combination of training and experience

- Ability to establish and maintain effective working relationships with associates and the public

- Strong mathematical and communication skills

- Ability to operate standard office and data entry equipment

- Knowledge of routine accounting principles and office procedures

- Knowledge of tax appraisal, listing, billing, or collection programs and procedures.

- Must possess a valid driver's license and pass a drug screen.

Knowledge, Skills and Abilities

- Knowledge of the policies, procedures, and activities of the County and practices related to administrative and government work

- Knowledge of the assigned functions and assigned departments necessary in the completion of daily responsibilities

- Knowledge of the terminology, principles, and methods utilized within the County

- Knowledge of standard administrative practices

- Effective communication and ability to interact well with employees, supervisors, members of the general public
- Skill and mathematical ability to handle required calculations
- Skill and creative ability to facilitate public relations via social media
- Ability to produce effective graphic design within presentations, public service announcements, etc.

Working Conditions

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

Physical Demands

Frequently requires the need to sit, operate computer equipment, transport and reposition <5 pounds of material/equipment from ground to waist and at waist level.

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 accommodation may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request 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.