

July 6, 2001

**Job Title: Chief Deputy Tax Clerk**

**Department:** Tax Assessor/Collector's Office      **Job Grade #:** 15

**Immediate Supervisor:** Tax Assessor Collector

**BRIEF DESCRIPTION OF THE JOB:**

Monitors, reviews, supervises, and evaluates the functions and personnel of the department. Assists personnel and the general public in order to implement departmental and County goals and objectives.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	Supervises personnel by reviewing and assigning projects, planning and implementing training and development, evaluating progress, and providing guidance and assistance as needed.
2 S	Communicates with the general public, state and County officials, and other personnel by speaking on the telephone, sending e-mails, and writing correspondence.
3 S	Monitors records, reports, and correspondence by reviewing such items for accuracy, content, and aptness.
4 S	Develops departmental procedures by reviewing, updating, developing, and maintaining practices and procedures.
5 S	Assists supervisor as required by contacting the general public, law enforcement, local, and state officials, as well as other taxing agencies and assisting with special projects as necessary.

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**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years up to and including five years.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read tax laws, property tax codes, manuals, procedures, correspondence, and memorandum.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and calculate percentages and effective tax rates.
Writing	Work requires the ability to write correspondence, memorandum, and policies and procedures.
Managerial	Planning responsibilities include the printing of tax statements and tax rolls and assisting in special projects as assigned by supervisors.
Budget Responsibility	The incumbent does research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, faxing
Sitting	C	Deskwork
Walking	F	To and from office equipment
Lifting	N	
Carrying	N	
Pushing/Pulling	N	
Reaching	O	For supplies and files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Extreme Temperatures	N	Office Environment	X
Chemical Hazards	N	Noise and Vibration	N	Warehouse	
Electrical Hazards	N	Wetness/Humidity	N	Shop	
Fire Hazards	N	Respiratory Hazards	N	Vehicle	
Explosives	N	Physical Hazards	N	Outdoors	
Communicable Diseases	N			Rec/Nghbrhd Center	
Physical Danger or Abuse	N			Other (see 2 below)	
Other (see 1 below)	N				

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

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**SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:**

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\_\_\_\_\_  
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.