



ADMINISTRATIVE SPECIALIST PROPERTY TAX/DELINQUENT DEPARTMENT

Salary Range: \$35,752- \$55,414 FLSA: Nonexempt

Purpose of Classification:

The successful candidate will be assigned to perform clerical functions in one or more areas in the Office of the Tax Commissioner. Essential performance of duties includes providing customers with excellent service through the mail, by phone or in person.

Essential Functions:

- Prepares all priority and incoming mail for processing
- Sorts all returned mail for the Delinquent Collectors
- Research customer concerns, payment discrepancies and corresponds with taxpayers: also, external agencies to facilitate payments
- Prepares R-Pay letters for mailing
- Compiles and prepare documents for Imaging
- Assist the collectors in preparing tax sale folders each month
- Assist the collectors in answering the phones during peak times
- Works closely with the Property Tax Department to process and sort all mail and payments
- Performs other related duties as assigned

Minimum Qualifications:

- High School Diploma or GED
- Ability and availability to complete additional training or educational requirements
- Professional in manner, well spoken, and concise
- Possess strong critical thinking skills, an analytical mind, and problem- solving aptitude
- Advanced organizational skills with the ability to handle multiple assignments
- Possess strong effective communication skills both verbally and non-verbally
- Must be a self-starter and take initiative
- Able to work under minimal supervision
- Able to work independently and on a team

Preferred Qualifications:

- Property Tax experience
- Working knowledge of Tax Commissioner Databases and computer systems such as DRIVES and IAS World
- Associates or Bachelors' Degree in Business or in a related field