

**Job Title: Administrative Assistant 1 (Collections Clerk 1)**

**Report to the supervisor of the department. Will have external contact with attorneys, taxpayers, mortgage companies and property owners.**

**Job Summary:**

**Employee in the position will work to perform entry-level department functions. Will be competent and knowledgeable of all office policy and procedures. Should be familiar with basic regulations and laws governing the department.**

**Job Functions:**

**Collecting taxes daily from September-April of each year.**

**Working mail up daily.**

**Balance cash drawer daily during collections.**

**Collecting on mobile home decals.**

**Balance mobile home drawer during collection time.**

**Balancing check books for main account, mobile home account, and redemption account.**

**Balancing mortgage companies.**

**Tax Sale in April**

**Posting daily**

**Land Redemptions**

**Credit Card payments**

**Job Specification:**

**Knowledge of modern office practices and procedures**

**Knowledge of computer terminal, and related computer equipment**

**Ability to establish and maintain effective working relationships with others**

**Should have the ability to sit or stand for long periods of time. Communication skills required for relating verbally to the general public by telephone or within the office. Flexible work hours may be**

necessary for the last of December to get balanced and posting done. Must be willing to travel to take educational classes with test given after one year on job.

**Educational Requirements:**

**High School Diploma or GED**