

**FAIRFIELD COUNTY
TAX AUDITOR
OFFICE ASSISTANT
NON-EXEMPT, GRADE 9**

GENERAL STATEMENT OF JOB

Under supervision, performs a variety of clerical/secretarial duties for the Auditor's office including processing real estate tax and personal property taxes, processing vehicle notices, preparing vehicle assessments, preparing Wildlife list for tax notices, etc. Uses judgment and discretion in applying standard office practices and procedures. Reports to the Auditor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

Assists the Auditor in compilation of abstracts and annual settlements.

Assists Auditor in posting merchants inventory accounts, manufacturer's accounts, and public utilities accounts as authorized by Department of Revenue.

Calculates manufacturer's investment exemptions, prepares and types letters to manufacturers.

Assists Auditor with compilation of information required for bond issues and referendums.

Pro-rates taxes on cars that are sold and returns canceled tags to Highway Department.

Assists Auditor in preparing annual office budget.

Assumes all duties and responsibilities of Auditor in his absence.

Processes all real estate tax and personal property taxes for County taxpayers.

Types real estate supplements as authorized by Tax Assessor. Processes and mails real estate tax notices.

Utilizes the computer and related reports to prepare auto assessment monthly renewals, daily auto assessments, and dealer supplements on vehicles.

Checks information in regard to and prepares homestead exemptions applications for qualified applicants.

Prepares Wildlife list for tax notices. Prepares and mails notification of changes to Wildlife Department.

Enters deeds into Auditors Conveyance Book.

Employee Signature: _____

Date: _____

Calculates and types notices and duplicates for rollback taxes.

Answers the phone and responds appropriately.

Responds to inquiries if able to do so.

Maintains a filing system for the Office.

Maintains an adequate inventory of office supplies; orders supplies as needed.

Operates a variety of types of office equipment including computer, typewriter, calculator, copier, and general office supplies.

Receives, reviews, processes, files and/or submits a variety of reports and documents including car registrations, titles, bills of sale, homestead exemption applications, tax notices, etc.

Communicates with a variety of individuals including staff, supervisors, Tax Collector, Highway Department, Clerk of Court, Probate Judge, Tax Assessor, Treasurer's Office, and general public.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

ESSENTIAL SAFETY FUNCTIONS:

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with clerical experience, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including calculator, computer, typewriter, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may involve walking or standing for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Employee Signature: _____

Date: _____

Data Conception: Requires the 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.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as adds, abatements, homestead applications, tax notices, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County employees, SC Highway Department, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems such as computer operations, public relations, etc. in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Employee Signature: _____

Date: _____