

JOB TITLE: APPRAISAL/COLLECTION CLERK

STATUS: NON-EXEMPT

REPORTS TO: DEPUTY CHIEF APPRAISER AND/OR

DIRECTOR OF COLLECTION ADMINISTRATION

PRIMARY PURPOSE:

Assist in operation of a smooth and efficient appraisal and collection system.

QUALIFICATIONS:

Minimum Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Working knowledge of computer programs

Good communication skills required

Pleasant personality

Basic skills in office machines and typing

Minimum Experience:

One to three years clerical experience required

MAJOR RESPONSIBILITIES AND DUTIES CAN INCLUDE BUT IS NOT LIMITED TO:

1. Assist in answering all incoming telephone calls,
2. Scanning of all incoming documents
3. Assist in collection taxes and issuing receipts from taxpayers,
4. Receive and process all tax payments sent by mail,
5. Receive and balance all cash receipts and payment of taxes,
6. Receive and process applications,
7. Receive and process all data entry from appraisal staff,
8. Prepare deposits for all participating taxing entities into the respective bank depositories,
9. Prepare monthly tax collection reports for participating taxing entities,

10. Process all tax certificate requests and distribute all tax certificate billings,
11. Receive and process all tax statement requests from mortgage companies,
12. Assist with all functions of appraisal review board (ARB) hearings,
13. Offer taxpayer assistance in all appraisal, collection, and ARB matters,
14. Keep informed and comply with all state and district policies and regulations concerning primary job functions, and
15. Other duties as assigned by Deputy Chief Appraiser and/or the Director of Collection Administration.

EQUIPMENT USED:

Uses computer, printer, copier, scanner, and calculator.

WORKING CONDITIONS:

Normal office environment