

**STPSO  
JOB DESCRIPTION**

**Job Title:** Property Tax Clerk  
**Department:** Property Tax  
**Reports To:** Property Tax Supervisor  
**FLSA Status:** Non-exempt  
**Revision Date:** 01/28/2022  
**Salary Range:** \$30,134 - \$36,787

**SUMMARY-** Computes, classifies, records, and verifies numerical data for use in maintaining property tax records for Finance by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Verifies payment amounts in computer and collects payment. Makes change, posts checks, and issues receipts to public in accordance with STPSO Cash Procedure Policy.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Reconciles report discrepancies and problems. Reviews computer printouts and makes corrections.

Maintains and balances individual cash drawer on a daily basis. Uses calculator to balance checks and cash transactions to computer generated reports. Handles documents needed to make bank deposits.

Scans, imports, and quality controls property tax documents stored electronically in Laser Fiche.

Communicates with public via phone or in person to handle inquiries involving property taxes. Searches and retrieves information from data records and other documents in response to specific requests.

Handles data input and research from various computer systems, according to appropriate procedures.

Processes work requested for redemptions, LTC change orders, bankruptcies, and electronic payments.

Accomplishes duty day responsibilities - vault duties, process incoming and outgoing mail and email, locking/unlocking public access door.

Assist Sales Tax and Occupational License departments by collecting monthly payments, boat taxes, new applications, and license/liquor renewals.

Generates return letters for inaccurate amounts, assessment numbers, or duplicate payments received.

Performs duties required for research of delinquent property tax accounts.

**SUPERVISORY RESPONSIBILITIES** - This job has no supervisory responsibilities.

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** - High school diploma or general education degree (GED). Typing and 10-key calculator experience. Proficient with Adobe, Word, Excel and Outlook and is comfortable with basic computer applications.

**LANGUAGE SKILLS** - Ability to read and interpret documents. Ability to present information and respond to questions from employees of organization. Ability to read, analyze, and interpret collection reports, legal documents or governmental regulations.

**MATHEMATICAL SKILLS** - Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY** - Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, or oral form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS** - Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voters registration card); birth certificate (minimum age of 18 years); Social Security Card.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.