



TAX CLERK/
TAX SPECIALIST



City of Cheviot Tax Clerk / Tax Specialist

Section	Description Tax Clerk	Additional Duties of Tax Specialist
Position Information	Reporting to Tax Commissioner/Auditor/Safety Service Director/Mayor Starting-Tax Clerk	Reporting to Tax Commissioner/Auditor/Safety Service Director/Mayor Advanced – Tax Specialist
Position Overview	This position provides administrative support to the Tax Commissioner.	This position provides administrative support to the Tax Commissioner, the Safety Service Director, Mayor and all other departments.
Essential Functions	Tax Clerk <ul style="list-style-type: none"> * Responsible for processing incoming mail and making daily deposits and JEDD deposits. * Responsible for sending out correspondence to tax payers, business owners and landlords. *Responsible for answering incoming calls, assists with answering incoming emails, and assists walk-in taxpayers. * Completes delinquent tax filer notices * Processes reconciliations and incoming returns. * Oversees the billing and estimate statements that are sent out to taxpayers. * Responsible for creating new resident and withholding accounts, as well as inputting landlord/tenant 	Tax Specialist <ul style="list-style-type: none"> *Must be able to perform all the Tax Clerk duties and responsibilities in addition to the following: *Responsible for maintaining records and spreadsheets of Tax reports. *Completes tax audits and delinquent filer notices *Directs the filing clerk to ensure proper filing of tax records * Maintains organization of all records and details of city tax department. * Ability to research requested information as needed for support of Tax Department. *Ability to retrieve requested documentation in a timely fashion. * Excellent typing/keyboard and computer skill *Takes on the role as Assistant Tax Commissioner when deemed necessary. *Excellent communication skills, both written and verbal. *Takes on the role as Administrative Assistant/Office Manager when deemed necessary. *Advanced skills in CMI tax software and several websites for reporting tax payments and information.

City of Cheviot Tax Clerk / Tax Specialist

	<p>information into the system.</p> <p>*Reviews the daily Court Index for bankruptcy, Sheriff's sales and/or property transfers.</p> <p>* Able to access/use the CMI tax software and several websites for reporting tax payments and information.</p> <p>*Maintains an organized filing and records system.</p>	<p>*Takes on the role as Assistant Auditor when deemed necessary.</p> <p>*Responsible for checking in defendants and retaining a secondary record of judgement on cases at Mayor's Court.</p> <p>*Takes on role as Police Clerk in absence of Office Manager.</p> <p>*Receives building permit applications, forwards to National Inspection Corporation, receives payments tracks and files permits in absence of Office Manager.</p> <p>*Oversees all communication realms; including City Website, City Facebook Page, Zoom and city marquees in absence of Office Manager.</p> <p>*Responsible for ordering office supplies needed for all departments in absence of Office Manager.</p> <p>*Performs all other duties and responsibilities that may be assigned.</p>
Functional and Technical Competencies	Specialized skills, knowledge and abilities required to perform the essential functions of the role.	Demonstrates attention to detail, professional attitude, and ability to maintain confidentiality. Able to communicate with all levels of City, State and Federal Government, both written and verbal.
Education/Training and Certification, Licensure, Registration Requirements	High school diploma or equivalent is required.	Associates or Bachelor's Degree, or prior work experience in a similar environment.
Experience	Relevant experience required to perform the essential functions of the role.	Three to five years of related experience in tax work/office management.
Environment and/or Physical Factors		Work is generally performed within an office environment, with standard office equipment available.

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**Desired
Qualifications**

Preferred skills, knowledge and abilities to perform listed tasks.

Proficient in Microsoft Excel, Word, Power Point and Outlook. In-depth knowledge of tax forms, tax laws/ordinances, tax filing requirements
