

City of Lewisburg

Job Description

Job title: Tax Clerk/Admin Assistant

Work Location: 131 E. Church St. - Lewisburg

Division/Department: Administration

Reports to: City Treasurer

Full-time

Part-time

Salaried Exempt

Salaried Nonexempt

Hourly

Summary Description:

Under the general supervision of City Treasurer. The Tax Clerk/Admin Assistant is often the first impression of City Hall to citizens and customers of the community. Attend to visitors and deal with inquiries on the phone and in person. Serves as a resource for providing information to the general public. Receiving, balancing and accounting for daily intake of monies received by the City of Lewisburg.

Essential Duties and Responsibilities:

- Answer/Screen/Direct all incoming calls.
- Take and relay messages accordingly.
- Greet and direct visitors and customers in a friendly manner.
- Deal with inquiries from the public and customers.
- Collect and handle money transactions with customers in accordance with established policy/procedure.
- Maintain and accounting of Petty Cash.
- Process, issue, and keeping records of licenses for: Business, Transient Dealers, Beer Permits
- Maintain City cemetery maps.
- Maintain inventory and order office supplies.
- Perform all other related duties as required and requested by Treasurer and/or City Manager.
- Maintain/Balance Waste Management Bills
- Process Property Taxes/Maintain Property Tax Billing Adjustments

Education and/or Work Experience Requirements:

- High school diploma or GED - required - Some college preferred.
- Minimum of 2 years previous receptionist/administrative experience - required
- Intermediate computer application experience (Microsoft Applications, Word, Excel, Powerpoint) - required

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Abilities & Knowledge of:

- Knowledge of personnel policies and procedures and/or ability to learn and understand them. .
- Good communications skills with ability to express ideas clearly and concisely, orally and in writing.
- Ability to communicate professionally with employees and the general public.
- Knowledge of basic accounting procedures.
- Knowledge of office practices, procedures, and operation of office equipment.
- Ability to work overtime as needed and directed by City Treasurer.
- Ability to report for work and perform job responsibilities in a timely manner.
- Ability to concentrate and accomplish task despite interruptions.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions with or without accommodations consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- **Environment:** Indoor office environment (tobacco free)
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office environment; to stand, stoop, reach, bend, kneel, squat, to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to

exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

Print Employee Name:

I acknowledge that I have read the job description and requirements for the Property Maintenance Codes Officer position and I certify by my signature that I can perform these functions.

Employee signature:

Date:

Office Use Only:

Approved by:	
Date approved:	
Reviewed:	