

**Job Description: Assistant Tax Administrator**

**Department:** Judge-Executive

**Position Summary:** Maintains official county records and executes court policies determined by or in conjunction with other officials by performing the following duties. Under the supervision of the Treasurer, this position also supports the department and Court by performing additional work as assigned.

**Essential Duties and Responsibilities** include the following.

Record tax payments in computer system and file remittance slips on a timely basis. Routinely review tax files to ensure the information is accurate regarding business name, address, etc. Develop and distribute correspondence related to tax filing status – active, inactive, delinquent, incomplete payment, etc. Recommend additional tax collection efforts regarding specific taxpayers to Treasurer.

Assist Treasurer with the creation, printing and mailing of bills for Occupational and Net Profit License Fees, Transient Room Taxes and Bank Share Taxes. Prepare daily bank deposit in Treasurer's absence.

Respond to taxpayers' requests for information and service.

Provide back up support to Executive Secretary for Judge-Executive when needed to ensure quality service to tax payers. Assist with telephone calls, mail, greeting visitors, and supporting Department Heads as required.

Work with Treasurer in locating businesses working in Woodford County which are not registered to do business.

Professional behavior and appearance are representative of the office of Treasurer and Judge-Executive. Ensuring confidentiality of information in the department is critical to the success of the incumbent.

**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/Experience:**

Combination of education and experience that yields a mature, disciplined, organized individual; Minimum 2 years work experience in an office setting.

**Language Ability:**

Ability to respond to inquiries or complaints from citizens, regulatory agencies, or members of the business community.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form. Ability to read, analyze, and interpret common financial reports, and legal documents. Ability to apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Computer Skills:**

To perform this job successfully, an individual should be proficient in the use of Microsoft Word and Excel software.

**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 talk, hear and use hands to type. The employee is frequently required to sit. The employee is regularly required to move throughout the courthouse. The employee must occasionally lift and/or move up to 10 pounds.