

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 942-2607

Tax Office Clerk
Job Description
July 2021

Reports to: Tax Assessor/Collector
Status: Nonexempt
Term: 226 Days

Primary Purpose:

To account for and deposit all monies received in the tax office. Facilitate efficient tax office operation through employee training and positive public relations. Provide assistance to Tax Assessor-Collector and taxpayers.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of bookkeeping principles and practices
Ability to use calculator (10-key by touch)
Ability to use personal computer and software to develop spreadsheets and do word processing
Proficient skills in keyboarding and file maintenance
Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Experience:

One year accounting experience at clerical level

Major Responsibilities and Duties:

Accounting

1. Assist with collecting revenue and posting deposits.
2. Process and account for all tax payment transactions, including receipt of cash and making deposits.
3. Receive and process applications for exemptions.

Data Entry

4. Input tax data using computerized system.

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Records and Reports

5. Assist with the preparation of annual tax rolls.
6. Send out prepared tax statements, notices, and receipts.
7. Maintain physical and computerized files and records.

Other

8. Assist taxpayers, officials, and public to answer questions and resolve problems.
9. Prepare correspondence using personal computer.
10. Receive incoming calls, answer questions, and direct calls to proper party.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, calculator, computer, and printer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____