

## REVENUE SPECIALIST

### CODES/PAY RANGE

Class Code: 3322

EEO Code: F

Pay Range: 410

### MAJOR FUNCTION

#### **Level I**

Progressively responsible specialized clerical work with the general public transferring titles, registering automobiles, boats, collecting property taxes, selling hunting & fishing licenses and occupational licenses, and/or performing various County tax collection related functions.

#### **Level II**

Functions as section supervisor or assistant to office supervisor.

### ILLUSTRATIVE DUTIES

*(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

#### **Level I**

Assists general public in the County Revenue offices. Operates Department of Motor Vehicle computer system. Types title applications and transfers from automobiles, mobile homes, aircraft, and boats. Inputs data into computers, retrieves necessary data. Issues tags to customers. Explains laws to customers concerning transfers and applications. Verifies tag numbers. Prepares correspondence relating to tags, titles, etc.

Types applications and renewals for hunting and fishing licenses. Types affidavits, registrations, and forms. Enters information into the computer, makes necessary changes. Types sales tax receipts.

Performs decal audit function. Prepares boat and miscellaneous reports. Receives proper fees for transactions. Assures that required papers, signatures, etc., are present prior to completing transactions.

Requisitions various forms from the Department of Motor Vehicles in Tallahassee.

Balances receipts from cashiers on a daily basis and may prepare receipts for deposit. Performs cashiering functions.

Performs accounts payable duties relating to delinquent taxes. Maintains bankruptcy files and files claims. Processes the installment payment plan on property taxes. Processes records for bankruptcies with respect to property taxes.

Coordinates yearly tax certificate sale. Distributes taxes to area taxing authorities according to approved rates. Handles taxpayer correspondence, phone calls and answers questions. Computes delinquent taxes using established procedures in research and available records.

Maintains files in proper order for efficient retrieval.

## **Level II**

Performs all job duties of the Level I.

Functions as a section supervisor or assistant to office supervisor.

Assigns and reviews the work of a revenue staff engaged in collecting funds through the sale of licenses for automobiles, mobile homes, boats, and from title transfers and the collection of sales tax, property taxes, and occupational licenses.

Prepares employee time sheets. Assists in the instruction of employees in a continual training program designed to improve services rendered by employees. Counsels and instructs employees in use of on-line DMV computer system. Supervises the activities of a tag/title or a tax unit and trains subordinate personnel. Evaluates employees in processing ad valorem tax records, tag and title transfers, or similar areas of specialty.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of modern office practices and procedures, business English, spelling, and commercial arithmetic. Knowledge of tag and title procedures, motor vehicle, boat and sales tax laws.

Ability to keep accurate records and operate typewriter, calculator, and business machines with speed and accuracy. Ability to operate DMV on-line computer system and/or the County on-line property tax systems. Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to make decisions in accordance with laws and regulations. Ability to serve the public and answer questions relating to the operation of the unit. Ability to make mathematical calculations with accuracy and reasonable speed. Ability to assist in the training and supervision of a staff of clerical employees. Ability to maintain effective working relationships with employees and the general public.

## **Level II**

All knowledge, skills and abilities required for the Level I.

Ability to supervise employees; ability to train employees; ability to handle various tag and tax system administrator duties; ability to conduct meetings and presentations with outside agencies at the State and County level and with taxpayer or their representatives and County vendors.

## MINIMUM QUALIFICATIONS

### Level I

Graduation from high school or possession of a GED.

### Level II

One year at the Level I; completion of County customer service training (CAMP); completion of, or scheduled to attend next County Supervisory Training 101; successful completion of at least eight basic or intermediate broadband skills.

## ADA REQUIREMENTS

Physical Demands: Light work. Extended standing, some walking, lifting and carrying up to 15 pounds. Ability to reach, see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical documents, instructions, rules, guidelines and procedures; memos, letters. Ability to write clearly and concisely relaying information, details and data. Ability to speak to layman relaying information and details. Ability to perform general mathematical functions.

New 12/99  
Revised 1/05