

POSITION VACANCY

**APPLICATIONS FROM THE PUBLIC WILL BE ACCEPTED BEGINNING
FEBRUARY 16, 2023 THROUGH FEBRUARY 20, 2023
OR THE POSITION IS FILLED.**

JOB TITLE: Part-time Deduction Clerk, #13490

On-line: <https://www.co.wayne.in.us/web/jobs/index.php>

Date Posted: February 16, 2023
Department: Auditor
Hours: 29 hours per week/Part-time
Hourly Rate: \$16.26/per hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Deduction Clerk for the Auditor's office, responsible for completing tax exemption and deduction applications for taxpayers and providing information on exemptions and appeals.

DUTIES:

Completes tax exemption and deduction applications for taxpayers and provides information on exemptions and appeals.

Answers telephones and greets office visitors, directing to appropriate individual and taking messages as needed.

Performs various clerical duties, including filing, entering data into computer, and proofreading material.

Assists in entering personal property assessments.

Performs back-up duties for other department staff, including receiving applications for Re-Hab deductions and solar/geothermal property deductions, processing outgoing mail daily, and monitoring amount of postage used as needed.

Assists with problems with office equipment, such as printer and copier.

Calculates excise tax and enters weed and sewer liens into computer.

Assists with ditch assessments and maintains ditch records and billings.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and computer skills, with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and pronunciation, and the ability to complete reports within department deadlines.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, and telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute and perform arithmetic operations, such as taxes exemptions and deductions.

Ability to file, post, and mail materials, and copy data from one document to another.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and travel out of town for Auditor's conference, sometimes overnight.

II. RESPONSIBILITY:

Incumbent performs standard recurring duties with assignments guided by definite objectives using a variety of methods or procedures. Incumbent receives indirect or occasional supervision with work priorities primarily determined by a flexible, customary routine, service needs of the public, and seasonal deadlines. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in incumbent's work are primarily detected or prevented through supervisory review and standard bookkeeping checks. Undetected errors may result in loss of time to correct error and/or loss of money to department.

III. PERSONAL WORK RELATIONSHIPS:

Maintains frequent contact with co-workers, other County departments, and the public for the purpose of exchanging information.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, keyboarding, close vision, hearing sounds/communication, and handling/grasping objects. Incumbent may work with or be exposed to violent/irate individuals.

Incumbent is occasionally required to work extended hours and travel out of town for Auditor's conference, sometimes overnight.

APPLY AT: Wayne County Government
Human Resources
401 E. Main Street
Richmond, IN 47374

ON-LINE at: www.co.wayne.in.us

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Is an Equal Opportunity Employer*