



City Of Mason
Employment Opportunity
For
Part Time Tax Assistant

Hiring Range:	\$13.50 to \$15.00 Hr. DOQ	Classification:	Classified
Reports To:	Tax Supervisor or Designee	FLSA:	Non-exempt
Posted:	August 15, 2016	Department:	Finance
Working Hours:	25 hours per week	Status:	Part Time

General Statement of Duties and Distinguishing Features of Class

A variety of clerical tasks in keeping financial accounts and records according to the standard principles and practices set forth to do related work as required.

An employee in this class exercises initiative, independence and mature judgment in performing assigned routine activities associated with collecting monies, performing calculations, auditing, ensuring payment records are in order and following-up on those that are delinquent, keeping books and other related tasks. Supervisor is available for consultation on routine matters and gives detailed instructions on new assignments.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Customer interaction - representative of the City of Mason;
- Solving minor problems and handling routine processes for customers;
- Filing;
- Account reconciliation and auditing;
- Auditing City tax returns;
- Handling cashier responsibilities;
- Knowledgeable about regulatory issues and relaying this information to customer's questions;
- Receives, dates, sorts all mail entering department;
- Routinely enters information on computer system;
- Works closely with department co-workers and supervisors to accomplish department goals.

Skills, Knowledge, and Abilities: The following is preferred

- Experience with tax returns – preparing and/or auditing
- Good knowledge of modern clerical account keeping;
- Cashiering, auditing and related tasks within clearly defined limits;
- Routine activities with routine solutions to problems;
- Ability to maintain complex clerical records and prepare reports from such sources;
- Possession of good English, proper grammar and superior customer service skills;
- Ability to make minor decisions in accordance with laws, ordinances and regulations, and established policies;
- Professional and positive attitude;
- Able to make complex mathematical computations rapidly and accurately;
- Clerical aptitude;
- Good judgment;
- Tact and courtesy;
- Flexible, adaptable, collaborative, and open style and ability to function effectively in an oftentimes stressful and demanding environment.
- Able to interpret instructions in written or oral form;
- Detailed work that requires accuracy;
- Ability to increase the department's capabilities and quality related issues;
- Willingness to learn and grow - assisting in "Commitment to Excellence in Public Service";
- Willingness to work additional hours through designated tax season of April through May of each year;



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