City of Mason

Employment Opportunity
For
Part-Time Tax Assistant

Hiring Range:	**$20.40 - $27.29 HR (DOQ)**	**Classification:**	**Classified**
Reports To:	**Tax Supervisor or Designee**	**FLSA:**	**Non-Exempt**
Posted:	**September 17, 2026**	**Department:**	**Finance**
Working Hours:	**8 AM to 4:30 PM, 3 Days Per Week**	**Status:**	**Part-time**

General Statement of Duties and Distinguishing Features of Class

The Part-Time Tax Assistant will provide reviews of Municipal tax. Returns for proper filing in accordance compliance of laws. Hours will be 8:00 am to 4:30 pm, three days per week. Flexible scheduling is available.

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 following up on those that are delinquent, keeping books, and other related tasks. A supervisor is available for consultation on routine matters and gives detailed instructions on new assignments.

This is a public service job based on 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 the 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, and sorts all mail entering the department;
- Routinely enters information on the 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.

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- 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."

Minimum Education, Experience, and Requirements

- Should have one to two years of experience in auditing personal or business tax returns.
- Any combination of education and experience equivalent to graduation from high school including bookkeeping, typing, and business courses, and six months of general office experience.

Physical Requirements:

- Able to sit for extended periods of time working on keyboarding activities, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Communicate professionally in-person, in writing, and other mediums; and
- Proficient on computers and software programs.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.