

WASHINGTON COUNTY
Job Description

JOB TITLE: Data Processing Clerk

Exempt (Y/N): No

DEPARTMENT: County Collector

DATE REVIEWED: July 2014

SUPERVISOR: Tax Collector/Chief Deputy

SUMMARY:

Under the direction and supervision of the County Collector and/or Chief Deputy the incumbent is responsible for performing all data entry received from the County Assessors Office on values changes, missed deeds, name changes and legal descriptions. This also includes sending correction certificates to the State Land Commissioners Office on any parcels that have been certified. This needs to be done with the utmost efficiency and accuracy. Prints tax statements and maintain updated tax files.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Perform data entry on Personal Property and Real Estate Credit and Charges
 - a. Enter all value changes.
 - b. Mail out corrected statements to tax payers.
 - c. Keep number log on all credit and charges.
 - d. Print out an account summary on all refunds.
 - e. Run weekly report on Personal and Real Estate Credit and Charges and turn over all paperwork to bookkeeping.
2. Track credit and charge numbers.
3. Perform data entry for state redemptions. Also performs all corrections on state certified land as to title change or any changes in value or legal.
4. Ensure state redemptions are properly paid.
5. Keep all records on state certified, etc.
6. Print statements correctly.
7. Open office at 7:30 and ensures that two safes are also opened daily as needed.
8. Assist with other duties as required to maintain smooth operations within the department.
9. Handle all State Certified lands.
 - a. File certification list with Circuit Clerks Office and then mail to State Land Commissioners Office.
 - b. Keep an up to date excel spreadsheet on each list of parcels that are sent to the State Land Commission every year.
 - c. Keep all information up to date on the spreadsheet, such as, when a property is redeemed, if a correction certificate has been sent, if the property was cancelled and brought back to the county for payment, anything that has happened with the property etc.

- d. Keep yearly files on publication list, redemption deeds, limited warranty deeds, and cancellation deeds.
- e. Processing all redemption deeds for payment in the system.
- f. Keep a log of all correction slip that are used to processing the redeemed properties.
- g. Send all homeowners current year statement when property has been redeemed.
- h. Follow up on all property that has been redeemed or purchased from the State to make sure that we have received all moneys on these properties in the monthly turn back report and note on the back of all deeds.

10. Improvements & Special Districts

- a. Enter all values of charges in system on improvement and special districts to be billed with tax statements.
- b. Keep a log of all contact information on who is handling the districts and where payment is to be sent, etc.
- c. Keep files on all parcels in each district and record all payments.
- d. Certify and record with the County Clerk all delinquent improvements at the end of each year.
- e. Send certification list on delinquent improvements and turn back to the district.

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- e. Send certification list on delinquent improvements and turn back to the district.

12. General Duties

- a. Keep track of parcels such mineral rights and those parcels that have been county certified.
- b. Keep a log and copy of all checks that have been sent to the office for payments when the need to be returned to the taxpayer because taxes have been paid, amount wrong, has delinquent taxes, etc.
- c. Help with and making office templates that are needed on the computer.
- d. When needed fill in for Chief Deputy and Assistant Chief Deputy in mornings to open safe and set up office to start the business day.
- e. Also visit the Lincoln Branch office to pick up weekly paperwork and take out supplies.
- f. Help with mail in payments during busy tax time.
- g. Also have a part-time assistant that I supervise.
- h. Assist with other duties as required to maintain smooth operations within the department.
- i. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS and ABILITIES:

Problem solving skills are crucial to this position. The incumbent must possess good understanding of computer terminology, knowledge of data processing procedures, and limited programming skills.

Strong communication skills and interpersonal skills are important to this position. There is also a great need for accuracy and attention to detail. Machine skills include typewriter, computer, programming, FAX machine, copier, and calculator. Accuracy and timely input of all transactions is crucial to the efficiency of this position.

EDUCATION:

High school diploma or general education degree (GED); and a minimum of three (3) years in the data processing field. Knowledge of legal terms as well as County policies required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or stand.

The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.