



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Auditor's Office - Income Tax Department

Location: City Hall

Job Title: Data Processing Clerk

Reports To: Income Tax Administrator

Supervises: N/A

Hours: Maximum 29 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Performs the daily tasks involved in collecting and accounting for the City's income tax revenue.

EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
 - Ability to solve practical problems through the use of critical thinking skills.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Strong business math and critical thinking skills.
 - Basic computer skills.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED.
- Valid Ohio driver's license.
- Knowledge of federal, state, and City of New Philadelphia tax laws.
- Proficient in Microsoft Office Suite software applications.
- Working knowledge of the clerical methods and practices used to keep accurate financial accounts and records.
- If necessary, pass a practical skills as described in Section 17.6 of the AFSCME Local 1958-Clerical Chapter contract.
- Ability to frequently bend, twist/turn, climb, and reach above shoulder.
- Ability to perform continuous use of typing on a keyboard.
- Ability to occasionally squat/kneel.
- Ability to frequently lift up to 20 pounds and occasionally up to 40 pounds.
- Ability to sit 2 hours with break, walk 1.75 hours with break, and stand 2 hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Reviews tax returns.
- Posts receipts and completes banking functions such as deposits.
- Performs customer service assisting taxpayers by accepting payments at the payment window.
- Processes payments, reconciliations, and month-end and year-end data.
- Processes non-filing letters.
- Maintains taxpayer accounts in proprietary government software system.
- Completes cashier and billing functions.
- Composes correspondence.
- Prepares court cases.
- Answers telephone and orders supplies.
- Consistently checks and responds to incoming email communication.
- Performs other work or duties assigned by supervisor or designee.

► *Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.*

WORK EXPERIENCE REQUIREMENTS

- Demonstrates the ability to learn and understand New Philadelphia's income tax law, as well as IRS and State of Ohio tax laws, and how to apply them in reviewing city tax returns.
- Demonstrates strong communication skills and confidence in working with CPAs, tax preparers, and taxpayers.
- Demonstrates familiarity with New Philadelphia street locations and City government.
- Demonstrates a strong knowledge of the use of email, the creation and use of Excel spreadsheet reports, and file sharing over a network.
- Displays interpersonal skills when interacting with the public-at-large; demonstrates discipline when communicating by the use of a calm and focused demeanor when interacting with co-workers and taxpayers.
- Proficient in learning and using common Windows-based office software, Windows computers and hardware, and office hardware.
- Ability to work in a professional, fast-paced work environment, particularly during tax season.
- Ability to communicate effectively both orally and in writing in the English language.
- Ability to maintain and evaluate records.
- Ability to perform all required duties, both mentally and physically.
- Ability to work as a team member and maintain a working relationship with other workers.
- Ability to work independently and is self-supporting.

REVIEWED BY Vicki Daniels *Title:* Income Tax Administrator

APPROVED BY Beth Gundy *Title:* Auditor

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.