

## Part-time Tax Clerk Position

### General Statement of Duties

The Tax Clerk will be responsible for collection of local city income tax and JEDZ taxes.

### Essential Duties and Responsibilities:

- Assists the Tax Administrator in collection of tax payments by recording collections; and advising taxpayers and tax preparation individuals regarding income tax issues.
- Conducts reviews and audits of city income tax returns for both Deer Park and Sycamore Township JEDZ for accuracy according to established procedures.
- Conducts research to locate delinquent tax accounts
- Prepare delinquent accounts for collection by setting up payment plans or proceeding with legal action.
- Provide excellent customer care to individuals, residents, businesses regarding local taxes.
- Provide clerical support to the Tax Department
- Perform daily job duties such as answering phones, opening mail, making copies, etc....
- Perform other duties as may be assigned.

### Required Knowledge, Skills, and Abilities:

Must have good communication skills, experience handling confidential information and be bondable.

Able to follow directions and attend to important details with accuracy and efficiency.

Employee must have the ability to familiarize themselves with local income tax ordinances.

Employee must have knowledge of modern office practices and procedures and computer related software, such as Microsoft Word, Excel, Power Point, and Outlook. Knowledge of MITS is optional, but preferred.