

Clerk III - Auditor

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work processing tax payments, assisting the public over the phone and in person, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Compute daily bank deposits from open cash drawers; balance daily collections and process overpayment refunds; prepare daily cash drawers
- Provide accurate and detailed information to the public in person or over the phone regarding taxes and department operations
- Prepare and submit Tax Abatement and Outstanding Indebtedness Reports to the State of Minnesota
- Maintain escrow listings; communicate with lenders and escrow companies to ensure accuracy of information in the tax system
- Process real estate documents for the State of Minnesota deed tax, mortgage registration tax and real and personal property taxes; enter daily collections
- Prepare and process annual late tax notices
- Manage Licensing (Tobacco, 3.2, Liquor, consumption, pawn shops, auctioneer). Works with State, county and local officials to issue and manage all licenses.
- Prepare Delinquent Tax Judgement List on an annual basis including taxpayer notification, delivery of Judgement List to Court Administrator and newspapers as required by law.
- Prepare tax forfeited receivables for apportionment to applicable local taxing jurisdictions
- Assist with Elections as required
- Verifies all claims and vouchers to ensure proper approval, signatures and accounts numbers are present. Obtains the approval when not properly completed. Ensures warrant register and checks are balanced, proof, print checks, scans all vouchers for retention as required.
- Assist and back-up Accounts Clerk.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations;

Education and Experience

High school diploma or GED and moderate experience in accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general

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surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.