

TITLE: Administrative Assistant

TC/6

DEPARTMENT: Tax Commissioner, Fayette County

JOB SUMMARY: This position provides administrative support for the Tax Commissioner's Office.

MAJOR DUTIES:

- o Greets visitors and answers telephone; provides information and assistance; takes messages; refers to appropriate personnel.
- o Files and retrieves materials and data; maintains department filing system.
- o Schedules appointments and makes reservations for conferences and appointments.
- o Types a variety of documents, technical and statistical reports, legal documents, and other materials.
- o Compiles data for periodic and special reports.
- o Processes daily deposits; processes abatement and refunds; processes corrections; prepares end-of-month close out; balances digest entries.
- o Interviews delinquent taxpayers; assists with the determination of payment plans and agreements; monitors payment of delinquent taxes and reports breach of agreement.
- o Researches and obtains correct and new addresses on return mail.
- o Assists in collections and homestead exemptions.
- o Assists in printing and mailing tax bills.
- o Maintains and orders stationary, brochures, advertising, and envelopes.
- o Orders printing of digest with outside vendor.
- o Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of records management.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.

- o Skill in public and interpersonal relations.
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Tax Commissioner assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the Official Code of Georgia, Georgia laws, and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related administrative duties. Strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative support for the work of the department. Success in this position contributes to the efficiency and effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with members of the general public, co-workers, other county employees, vendors, and elected and appointed officials.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the

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County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.