

**BUSINESS TAX TECHNICIAN
JOB DESCRIPTION**

JOB TITLE: Business Tax Technician	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Building Administrator or Plan Review Analyst
PAY GRADE: 11	DEPT: 2400 Community Development	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Processes occupational tax receipts and assists customers coming into the community development department.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes applications for and the distribution of occupational taxes of contractors, vendors and other businesses in the Village in accordance with Village codes and ordinances.
- Maintains a current listing of occupational licenses, prepares reports and mailings on the program.
- Receives and monitors payment for occupational taxes.
- Interfaces with the public regarding occupational tax, handles related inquiries.
- Assists with customers and is a backup person to Permit Technician.
- Answers phones, scans paperwork into laserfiche.
- Keeps work area clean, neat and organized.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Working knowledge of clerical methods used in keeping fiscal accounts and records.
- Working knowledge of occupational taxes.
- Ability to perform routine tasks involving data entry and computers.
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS: None.

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 frequently required to sit, talk, hear, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Computer, scanner, printer, fax, calculator, adding machine, copier, typewriter, and other associated equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those 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. While performing the duties of this job, the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet when in the office.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Revised: 8-24-09

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