

LEE COUNTY COMMISSION

Chairman
 Bill English, *Probate Judge*
 Mailing Address:
 P. O. Box 666
 Opelika, AL 36803-0666
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 1-855-212-8024
 www.leeco.us



Members
 Doug Cannon, District 1
 Vacant, District 2
 Gary D. Long, District 3
 Robert Ham, District 4
 Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Taxpayer Services Representative - Collections	Hours of Availability: Monday-Friday 8am-4:30pm
Closing Date: June 27, 2022	Position Announcement: REV13-22-06
Work Location: Lee County, AL	
Division/Department: Revenue Commission	
Reports to: Revenue Commission Collections Supervisor	
Full-time	Part-time
Pay Range: \$35,070.00-\$52,955.69	

JOB SUMMARY: This position is responsible for providing customer service to taxpayers.

ESSENTIAL JOB FUNCTIONS:

- Answers multi-line telephone and greets visitors; provides information and assistance; refers to appropriate personnel.
- Processes motor vehicle tag and title transactions and handicap exemptions; completes data entry for related information; inspects vehicles as necessary.
- Inspects out of state vehicles for VIN number accuracy.
- Processes manufactured home registrations.
- Receives payment for designated items, makes appropriate change to customers and reconciles cash drawers.
- Ensures that tag, title, and transfer documents are filed daily.
- Makes address changes for property owners either in person, by mail, or email.
- Notarizes documents as needed.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Motor vehicle title and registration experience preferred but not required
- High School diploma/GED and one (1) year of related experience or equivalent
- Knowledge of job-related software programs.
- Knowledge of the function of service within the public sector, preferably within a county structure.
- Skill in operating such office equipment as a computer, **multi-line telephone**, calculator, copier, and facsimile machine.
- Ability to correctly count and handle large amounts of cash.
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date. Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).