

# CLARKE COUNTY COMMISSION

## JOB ANNOUNCEMENT – DEPUTY REVENUE COMMISSIONER

To apply: Mail or Email Resume to:

- Personnel Manager, P.O. Box 548, Grove Hill, AL 36451
- [personnel@clarkecountyal.com](mailto:personnel@clarkecountyal.com)
- Or pick up an application at 114 Court Street, Grove Hill, AL (front door).

Closes: Open until filled.

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## CLARKE COUNTY JOB DESCRIPTION

Job Title: Deputy Revenue Commissioner

Department: Revenue Commission

FLSA: Exempt

Job Description Prepared: October 2023

Established: Code of Alabama 1975 §40-5-2 provides for the appointment of deputies by the Revenue Commissioner. Deputy shall be bonded not less than 50% of the Revenue Commissioner's bond.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Revenue Commissioner.

Subordinate Staff: Revenue Department; Mapping & Appraisal Department.

Other Internal Contacts: Probate Judge's Office; County Administration; Sheriff; Engineering; EMA; 911 Office; Department Heads.

External Contacts: General Public; Alabama State Department of Revenue; Attorneys/Lawyers; Realtors; Financial Institutions; Contractors; Developers; IRS; Abstract/Title Agents; Local Newspaper; Alabama Medicaid Agency.

### Job Summary

Under the general supervision of the Revenue Commissioner, the Deputy Revenue Commissioner performs duties in a supervisory capacity to subordinate employees. Employee handles the day-to-day activities of the Revenue Commission Office. Employee completes all activities associated with establishing and verifying assessments of real and personal property and manufactured homes; collecting and recording payment of taxes; assists with and supervises the Mapping and Appraisal Department with appraisal, mapping, and administrative functions. Employee also performs customer service and clerical duties. Employee assists with the completion of semi-monthly disbursements, the annual Sales Ratio Study, and Final Settlement.

The Deputy Revenue Commissioner is expected and required to attend state education classes and to work towards receiving certification from the Alabama Department of Revenue.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned.

**ESSENTIAL FUNCTION: Supervision and Training. Plans, sets priorities, organizes, and directs the activities of staff personnel engaged in revenue collection, appraisal/assessing operations, and mapping operations.**

- Plans, assigns, and reviews work of clerks.
- Assists clerks with problems in the performance of their duties.
- Keeps abreast of changes in laws, acts and regulations that govern the policies and procedures being followed.
- Maintains time cards on each employee.
- Participates in the interview and hiring of new employees.
- Trains new employees.
- Informs staff of departmental policy.
- Assists in preparing performance appraisals as required.

- Assists with evaluating operating procedures and practices of the department to ensure effectiveness and efficiency in the administration of the office.
- Prepares and updates Departmental rules, regulations and office policies as directed.
- Ensures all department areas are adequately supervised and staffed daily.

**ESSENTIAL FUNCTION: Assessments. Manages and directs the processes of property assessment for the County.**

- Computes real and personal property taxes.
- Oversees and assists in mailing out tax notices, exemption cards, valuation notices, delinquent tax notices, etc.
- Processes returned forms.
- Corrects tax assessment errors and adds supplemental information to accounts.
- Establishes new accounts.
- Processes abatement forms for tax exempt companies.
- Processes homestead exemption cards.
- Assesses homestead properties and completes the necessary forms.
- Determines Act 48 disability exemptions.
- Determines current use eligibility.
- Prepares the financial abstract report to the state for taxing purposes.
- Enters current use codes to appropriate parcels in computer system.
- Denotes current use information on property record cards.

**ESSENTIAL FUNCTION: Collections. Oversees the collecting of real and personal property related taxes.**

- Verifies information requested by mortgage companies.
- Codes each mortgage company and enters into computer.
- Generates tax notices and statements for mailing.
- Corrects erroneous billing addresses.
- Processes tax and mortgage company payments.
- Receives and posts payments from walk-in customers.
- Separates receipts and checks, prints daily transaction summary report.
- Reconciles daily receipts with the transaction summary report.
- Prepares and takes deposits to the bank.
- Oversees the preparation of the ad valorem tax reports.
- Disburses funds to appropriate sources.
- Prepares reappraisal report and disburses funds.
- Issues refund checks.
- Investigates late payments and prepares tax sale documents on delinquent properties.
- Reconciles bank statements to ledgers and cashbook.

- Processes mail payments and returns incorrect payments to taxpayers for correction.

**ESSENTIAL FUNCTION: Manufactured Homes. Oversees the assessing and registration of manufactured homes and the collection of ad valorem taxes on manufactured housing.**

- Supervises the collection of taxes and recording of registration decals assessed to manufactured homes.
- Generates and mails renewal notices.
- Generates monthly mobile home report and disburses funds.
- Corrects errors and prepares refunds due.

**ESSENTIAL FUNCTION: General Office Operations and Reporting. Performs office activities to ensure efficient, high-quality services are provided to the citizens of the County.**

- Greets public and answers questions from customers regarding assessment issues.
- Assists the Revenue Commissioner in the development and monitoring of the annual departmental budget.
- Attends County Commission meetings, when requested, representing the Revenue Commissioner.
- Develops and reviews departmental reports for accuracy and compliance with the departmental goals.
- Prepares the monthly disbursement reports.
- Prepares and prints final statement reports.
- Ensures title and sales documents are properly prepared for manufactured home sales.
- Maintains and reports the manufactured home tag inventory status.
- Researches records to locate information for customers.
- Compiles required records for annual departmental audit.
- Attends training sessions and meetings.
- Ensures all records are maintained according to the state record retention and disposition schedule.
- Ensures that staff are adequately trained and registered for continuing education classes offered by the State Department of Revenue.
- Performs other related duties as required.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

- \*Knowledge of County rules, regulations, policies and procedures.
- \*Knowledge of County layout and land parcel system.

- Knowledge of Alabama laws and regulations pertaining to tax collection, ad valorem taxes, tax exemptions and property assessment.
- Knowledge of governmental bookkeeping procedures.
- Knowledge of general appraisal methods, principles and practices.
- Knowledge of modern office management and supervision.
- Knowledge of safety rules including accident causation and prevention.
- Reading skills to comprehend and interpret assessment and tax law manuals, directives, procedures, legal descriptions, and property maps.
- Communication skills to effectively communicate internally and externally, both orally and in writing.
- Verbal skills to communicate effectively with supervisor, co-workers, and public.
- Writing skills to clearly and neatly complete routine forms, records, and notes using correct English, grammar, punctuation, and spelling.
- Math skills to perform basic accounting calculations and collect taxes.
- Ability to efficiently organize and manage daily office operations.
- Ability to supervise and direct subordinates in their assigned duties.
- Ability to deal with all contacts in a courteous and patient manner.
- Ability to multi-task and prioritize responsibilities.
- Ability to work independently with little or no supervision.
- Ability to handle and account for large sums of monies.
- Ability to work in a stressful environment and exercise good judgment.
- Ability to read and comprehend maps, records, deeds, financial reports, and other correspondence.
- Ability to use computers and office productivity software.
- Ability to use modern office methods, techniques and equipment.
- Ability to use multi-line telephones.
- Ability to drive.

### Minimum Qualifications

- Possess high school diploma/GED.
- An associate's degree in business or related field is preferred.
- Five years of experience working in business or government with accounting practices or revenue office environment is preferred.
- Two years of supervisory experience is preferred.
- Experience in assessing properties and calculating tax liabilities is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
- Possess a current and valid driver's license.
- Possess Notary Public certification or ability to qualify and obtain certification.
- Ability to travel out of town and locally.
- Ability to work nonstandard hours.
- Ability to be bonded.

## Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

## Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.