

TITLE: Revenue Clerk - Tag and Title

REV/12

DEPARTMENT: Revenue, Etowah County

JOB SUMMARY: This position performs clerical duties in support of the county's tag and title functions.

MAJOR DUTIES:

- o Processes titles for new and used vehicles.
- o Issues temporary tags.
- o Maintains tag inventory
- o Process property transfers for vehicles, mobile homes, trailers, and travel trailers.
- o Files tag receipts.
- o Issues handicap placards.
- o Locates personalized tags for individuals.
- o Balances cash drawer; prepares daily report.
- o Answers telephone; provides information and assistance; refers to appropriate personnel.
- o Faxes documents; makes copies.
- o Communicates with automobile dealerships.
- o Orders supplies as needed.
- o Processes mail.
- o Collects sales tax.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of governmental accounting principles.

- o Knowledge of job-related Alabama laws.
- o Knowledge of the principles and practices of records management.
- o Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- o Skill in report preparation and records maintenance.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Assistant Chief Clerk (Tag and Title) or the Senior Bookkeeper 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 Alabama Title Law and the Motor Vehicle Registration Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related clerical duties. The volume of work contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide clerical support for the county's tag and title function. Success in this position contributes to the efficiency of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, recipients of direct services, members of the general public, state government personnel, law enforcement personnel, car dealers, and rental care companies.

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

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

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

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 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.