

JOB DESCRIPTION



| JOB IDENTIFICATION | | | |
|------------------------|---------------------------|-----------------------------|------------------|
| <i>Job Title:</i> | CSR/License Revenue Clerk | <i>Pay Grade:</i> | EAP-5 |
| <i>Department:</i> | Finance | <i>FLSA Status:</i> | Non-Exempt |
| <i>Location:</i> | Municipal Building | <i>Reports to Position:</i> | Finance Director |
| <i>Effective Date:</i> | March 23, 2022 | | |

JOB SUMMARY

Under general supervision greets and assists customers and provides information regarding applications for business license; prepares and issues licenses and collects appropriate fees; determines the nature of fee or tax to be collected and appropriate fee schedule and regulations to be followed; collects fees and issues permits; receives and deposits funds for the city; establishes and maintains filing system, records transaction and documents records; prepares various reports and submits to appropriate personnel and performs additional tasks in support of the department's administration as needed or upon request.

- ESSENTIAL JOB DUTIES/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Greets customers and provides application for business license, checks application for proper completion
 - If establishment is within the city limits, refer customer to Building Department to obtain a certificate of occupancy number
 - Prepare and issue business license
 - Collects appropriate fee based on schedule of fees, location within city limits or police jurisdiction
 - Explain gross receipts form and procedures for annual or quarterly submission of information and payments
 - Explain procedures for collecting payments during subsequent years

- Maintain work area in an organized and neat manner

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma/GED

Experience

Experience/training in bookkeeping/business technology, cashiering or related office environment, or an equivalent combination of training and experience.

Licenses or Certifications Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Concept of City ordinances and state laws and regulations covering city taxes and fees
- Revenue procedures, records and reports
- Computers and related office equipment used in revenue procedures

Ability to:

- Reading skills to comprehend procedures, regulations, fee schedules and related documents of moderate complexity
- Writing skills to prepare forms and records, memoranda, reports, procedures and related documents
- Math skills to add columns of figures, subtract, multiply and divide in performing calculations involving decimals and percentages including skills to balance numerical tables
- Verbal communication skills to speak to individuals and talk on the phone
- Computer skills to keyboard text and numerical data, process text and use specialized programs to perform revenue procedures and generate reports
- Customer relations skills to effectively interact with citizens and promote a positive image for the City
- Ability to plan activities and work efficiently to meet deadlines
- Ability to work as member of a team
- Prepares monthly Alcohol, Gasoline and Lodging Tax reports
- Creates files for new businesses

- Assists and cross trains in accounting during non-license season to promote effective operations within the department
- Performs additional duties as assigned or upon request

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will be indoors with potential for overnight travel to attend and participate in training, meeting and activities

Physical Demands: See accompanying page for details

Key Working Relationships: Other Finance Department employees to include Finance Director and Comptroller, Staff of designated City Financial Institutions

APPROVAL/ACKNOWLEDGEMENT

Department Head

Finance Director

Title

Date

Human Resources Director

HR Director

Title

Date

City Manager

City Manager

Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – ACCOUNTANT

Rare 0%-10% of the time Occasional 11%-33% of the time Frequent 34%-66% of the time Continuous 67%-100% of the time

| EQUIPMENT USE & OPERATION | | | | |
|------------------------------------------------------|---|--|--|--|
| Motor Vehicle | X | | | |
| Heavy Equipment (Backhoe, dump truck) | X | | | |
| Large Apparatus (Fire Truck, Street Sweeper) | X | | | |
| Small Equipment (Mower) | X | | | |
| Handheld tool/equipment (tamps, weed eaters, shovel) | X | | | |

| WORK WITH/NEAR | | | | |
|----------------|---|--|--|--|
| Machinery | X | | | |
| Electricity | X | | | |
| Power Tools | X | | | |
| Impact Tools | X | | | |
| Chemicals | X | | | |
| Fumes | X | | | |
| Heights | X | | | |

| ENVIRONMENT | | | | |
|-----------------|---|--|--|---|
| Indoors | | | | X |
| Outdoors | X | | | |
| Extreme Heat | X | | | |
| Extreme Cold | X | | | |
| Dusty | X | | | |
| Excessive Noise | X | | | |
| Other (explain) | X | | | |

| ENDURANCE | | |
|-----------|-------------------|------------------------------|
| Task | Hours at One Time | Total Hours in an 8 Hour Day |
| Sit | 3 | 8 |
| Stand | <1 | 1 |
| Walk | <1 | 1 |

Rare 0%-10% of the time Occasional 11%-33% of the time Frequent 34%-66% of the time Continuous 67%-100% of the time

| LIFT/CARRY | | | | |
|------------|---|--|--|--|
| 1-10 lbs | X | | | |
| 11-20 lbs | X | | | |
| 21-50 lbs | X | | | |
| 51-75 lbs | X | | | |
| 76-100 lbs | X | | | |

| PUSH/PULL | | | | |
|-----------|---|--|--|--|
| 1-10 lbs | X | | | |
| 11-20 lbs | X | | | |

| | | | | |
|------------|---|--|--|--|
| 21-50 lbs | X | | | |
| 51-75 lbs | X | | | |
| 76-100 lbs | X | | | |

| MOVEMENT | | | | |
|--------------------------------|---|--|---|--|
| Bend/Stoop/ Twist | X | | | |
| Crouch/ Squat | X | | | |
| Kneel/Crawl | X | | | |
| Reach Above Shoulders | X | | | |
| Reach Below Shoulders | X | | | |
| Repetitive Arm Use | X | | | |
| Repetitive Wrist Use | | | X | |
| Repetitive Hand Use | | | | |
| a) grasping | X | | | |
| b) squeezing | X | | | |
| Climb Stairs/Ladder | X | | | |
| Uneven Walking Surface | X | | | |
| Even Walking Surface | X | | | |

| HEARING/VISION/DEXTERITY | | | |
|--------------------------|-----|---------|-----|
| | N/A | AVERAGE | LOW |
| Hearing Acuity | | X | |
| Visual Acuity | | X | |
| Manual dexterity | | X | |

Additional Considerations (including clarification of any of the above)