



**JOB TITLE:** Commissioner of Revenue's Deputy I    **DEPARTMENT:** County COR

**FLSA STATUS:** Non Exempt

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### **SUMMARY OF JOB**

Performs routine to moderately complex secretarial, clerical and accounting duties for Commissioner of Bland County. The Deputy I is under the direct supervision of the County Commissioner of Revenue.

### **JOB CONTENT**

Responsibilities will include, but are not limited to the following: answer the telephone, greet the citizens, assist taxpayers with transactions, file federal and state income tax returns, state estimated tax, personal property and business personal property returns, use a personal computer and on line data station to key information on state income tax, estimated income tax and personal property returns, assist with the real estate information and updating of county tax maps, assist in measuring and calculating new construction, enter monthly meals and lodging tax information and process monthly reports, receive and process mail, assist with general public requests, perform general clerical and word processing duties, assist with maintenance of the office filing system. Perform additional duties not specifically described in this job description as designated by the County Commissioner of Revenue.

### **EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE**

High school graduate – required; computer experience (Microsoft office)

Must be self motivated, reliable, confidential, honest, and have ability to follow procedures.

Experience - working with the public preferred.