

# Hardin County Government

## Job Description

*Non-Hazardous*

**Occupational License Tax Clerk**

**Pay Grade 12**

STATUS	
<b>Date:</b> October 24, 2023	<b>Department:</b> Finance
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Occupational License Tax Coordinator
<b>Supervisory Responsibility:</b> None	

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### **Job Summary**

The purpose of this position is to collect, process and maintain information regarding occupational tax. Assists co-workers with the completion of tasks. The person holding this position must have basic knowledge of aspects of administrative duties, as well as a basic knowledge of how county government operates.

### **Major Essential Duties**

- Greet visitors into the department.
- Receives, sorts, distributes and/or processes daily mail
- Maintains control of office supplies.
- Organize and maintains department files.
- Applies knowledge of the County's occupational tax ordinance in administering the County's tax collection procedures
- Daily data entry into tax program
- Process Occupational Tax Questionnaires and issue County Tax Numbers
- Assist the Occupational License Tax Coordinator in collection of tax payments
- Verify Net Profits License Fee Returns OL-S using tax payer Federal Tax return information
- Maintain confidentiality of all applicable information and documents associated with each licensee account
- Utilize, acquire and retain full knowledge of Internal Revenue Codes and Kentucky Department of Revenue laws and regulations necessary to tax compliance
- Write receipts and maintain account history as needed
- Assist businesses in filling out forms and applications
- Answers department inquiries over the phone and in person regarding ordinance and regulations

- Prepares checks/cash deposits

#### **Minor Essential Duties**

- Attend workshop and classes on regulations that govern county policies and procedures
- Prepares mail and documents to be sent daily

#### **Qualifications**

##### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- One (1) year of clerical, customer and/or professional/administrative experience; or an equivalent combination of education, training and experience preferred
- One (1) year tax data preparation; or an equivalent combination of education, training and experience preferred
- Must have good communications skills and ability to handle confidential information
- Must have experience in office procedures and practices or willingness to learn said practices.

##### ***Language Skills***

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to display strong oral, written, and listening skills

##### ***Mathematical Skills***

- Ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent

##### ***Reasoning Ability***

- Solves practical problems while dealing with several abstract and concrete variables

##### ***Certificates, Licenses, Registrations***

- A Valid Kentucky Driver's License

**Other Knowledge and/or Skills**

- Ability to operate standard office machines
- Ability to display and exercise mature judgment, courtesy and tact in dealing with county employees, elected officials and the public on the telephone or in person
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- Able to follow directions and attend to important details with accuracy and efficiency
- Ability to work closely with department co-workers and supervisors to accomplish department goals.

**Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

**Regularly (over 2/3)**

Sit  
Talk or hear  
Use hands to type, handle papers, etc.

**Occasionally (under 1/3)**

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

**Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the County's best interests

- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must maintain confidentiality in all aspects of the position
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: October 24, 2023  
Status Box Change:

  
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Keith L. Faul  
Hardin County Judge/Executive