

# Tax Account Clerk I

**SALARY:** \$41,891.20 - \$56,118.40 Annually  
**OPENING DATE:** 01/08/16  
**CLOSING DATE:** 01/29/16 11:59 PM

## DESCRIPTION:

Notice is hereby given that the City of Blue Ash, Ohio, will administer a Civil Service exam for the position of Tax Account Clerk I on Tuesday, February 9, 2016 with registration beginning at 6:00 p.m. and testing beginning at 7:00 p.m. Applicants will be notified of the exam location by email once an on-line application has been submitted.

This position reports to the City's Tax Commissioner. This position requires independence and mature judgement in performing assigned routine activities associated with collecting the local earnings tax including discovery of failures to pay and pursuit of delinquent accounts.

This is a full-time, permanent position.

## EXAMPLES OF DUTIES:

- Assist resident taxpayers in preparing forms;
- Review/examine various types of tax returns;
- Post tax transactions including payments to proper accounts;
- Complete and update various forms and reports;
- Research various sources in search of new accounts, delinquent accounts, and discontinued accounts;
- Prepare and track various correspondence related to new accounts, account updates, delinquent accounts, and information requests, etc.;
- Maintain accounts with accuracy and efficiency;
- Communicate with both taxpayers and tax preparers regarding tax issues and compliance with the City's income tax ordinance.

## TYPICAL QUALIFICATIONS:

- High degree of integrity, maturity, and ability to maintain complete confidentiality of information,
- Working knowledge of modern clerical account-keeping practices and business arithmetic,
- Tax form preparation,
- Some knowledge of laws pertaining to municipal government taxation,
- Ability to operate a computer, 10-key calculator, and other office equipment,
- Clerical aptitude and mental alertness,
- High level of accuracy,
- Pleasant public relations skills with ability to use diplomacy and tact,
- Ability to work as a team player,
- Ability to perform some physical tasks including, but not limited to:
  - lifting up to 25 lbs.,
  - sitting for long periods of time entering data in a computer,
- Neat appearance.

### ACCEPTABLE EXPERIENCE AND TRAINING:

- Clerical account-keeping experience,
- Experience in preparation of income tax forms,
- Good working knowledge of Microsoft Office, Word and Excel,
- Completion of a standard high school degree (or GED) supplemented with business school or college courses in bookkeeping or accounting, or
- A combination of experience and training which provides the required knowledge, skills and abilities.

## SUPPLEMENTAL INFORMATION:

**Applications must be submitted on-line by Friday, January 29, 2016 no later than 11:59 p.m. in order to gain admission to the exam. Go to: [www.BlueAsh.com](http://www.BlueAsh.com) to apply.**

Applicants requiring reasonable accommodation (ADA) for testing should contact the Human Resources Office at 745-8642 no later than 4:30 p.m. on Friday, January 29, 2016.

Applicants may receive credit in the form of additional points added to the final grade, calculated by taking one percent of the total grade attainable in the written examination for each of the first four years of such full-time or part-time service with the City of Blue Ash and one-half percent for each of the next ten years of full-time or part-time services with the City of Blue Ash. No type of seniority credit shall be awarded unless the applicant has achieved a passing score on the written exam.