

The following statements are intended to describe the general nature and level of work being performed. This description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Madison County, MS Tax Collector's Office

Position: Deputy Collector – Clerk

JOB SUMMARY

Assist taxpayers with making payments for ad valorem taxes including vehicle, real and personal property, mobile homes, privilege, etc.

ESSENTIAL JOB FUNCTIONS

- Interface with public to help resolve issues and answer tax related questions.
- Answer phones to assist customers with tax questions and payments.
- Receives and records payments for tax payments and provide receipts.
- Open and process mail including tax payments and other general inquiries.
- Assist with registration of vehicles and trailers via a state provided software system.
- Reconcile and manage a cash drawer including cash, checks, and credit cards throughout the workday.

MINIMUM REQUIREMENTS TO PERFORM WORK

- Proficient math skills required
- Strong knowledge and experience of cash handling and/or bank procedures.
- High school diploma (bachelor's degree preferred)
- College courses in accounting or bookkeeping and experience in the collection of various monies is a plus.
- Strong customer service skills
- Background check and drug testing required

WORK ENVIRONMENT

- Position is full time, permanent position, 8:00 AM – 5:00 PM, Monday through Friday, located at the Madison County office complex buildings in Canton, MS and/or Madison, MS.