

CITY OF NICHOLASVILLE
POSITION DESCRIPTION

Class Title: Tax Clerk

Department: General Administration and Finance

Supervisor: Finance Officer

Supervises: None.

Grade: 53

Class Characteristics: Under general direction, assists with applying tax laws, rules, and regulations related to the City; supports the administration and enforcement of city property taxes, occupational taxes, licensing fees, and other City revenues; exercises strong attention to detail and accuracy; communicates effectively in writing and orally; performs other work as required.

General Duties and Responsibilities:

Essential:

1. Examines returns, filings, and other taxpayer records to ensure compliance with applicable tax laws, regulations, policies, and procedures and to ensure mathematical accuracy.
2. Receives, records, and balances payments of City property tax bills, occupational taxes, licensing fees, and other City revenues.
3. Maintains accurate taxpayer records.
4. Exercises analytical skills and strong attention to detail and accuracy
5. Communicates effectively with the public both in writing and orally.
6. Provides administrative and clerical support to others within the finance offices.
7. Performs other work as required.

Non-Essential: None

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent (GED).

Demonstrated ability to exercise analytical skills and strong attention to detail and accuracy. This position requires handling confidential City funds and finances; therefore, applicant must not possess a criminal conviction for theft or crimes against persons

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of tax laws, rules, and regulations related to the City
2. Knowledge of arithmetic, business English, spelling, and grammar.
3. Knowledge of Microsoft Excel and Word

Skills:

1. Analytical skills.
2. Strong organizational skills.
3. Strong Microsoft Excel and Word skills.
4. Proficient data entry skills including proficient use of a 10 key numeric pad

Abilities:

1. Ability to maintain accurate records and filing systems.
2. Ability to make mathematical computations with speed and accuracy by hand or machine.
3. Ability to complete job tasks within established time periods.
4. Ability to effectively communicate both in writing and orally.
5. Mental alertness and attention to detail and accuracy.
6. Ability to establish and maintain effective working relationships with others
7. Ability to firmly, but tactfully and courteously, work with the public in difficult situations

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work.

Review of Work: Completed work may be spot checked or checked in detail

Analytical Requirements: Work frequently involves research, investigation and scrutiny. Duties are of a routine nature.

Physical Requirements of the Job: Work is performed in an office sitting at a desk or table requiring intermittent sitting, standing, or stooping. Must lift objects weighing less than 25 pounds.

Tools and/or Equipment Used: Normal office equipment (computer, copier, calculator, telephone, and credit card equipment.)

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate

Interruptions: Frequent

Special Licensing Requirements: None

Certification Requirements: None

Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt

Updated 4-13-2026