

## **NOTICE OF VACANCY**

### **LaSalle County Treasurer – Tax Process Clerk Position**

The LaSalle County Treasurer's Office has an opening for the position of Tax Process Clerk. This is a full-time union position which includes a benefits package. Work hours are Monday-Friday, 8:00 a.m.-4:30 p.m.

Starting salary rate of pay is \$19.75 per hour. The county also offers health insurance and twelve holidays per year.

Applications are available at <https://www.lasallecountyil.gov/615/Employment>.

Employee Benefits Package listed here: <https://lasallecountyil.gov/213/LaSalle-County-Benefits>

See Job Description for Job Duties, Minimum Qualifications and Physical Demands.

Interested persons should apply by completing a county employment application and return it along with a resume to:

Jim Spelich, LaSalle County Treasurer  
707 E. Etna Rd.  
P.O. Box 1560  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Tax Processing Clerk

**Work Location:** LC Governmental Complex

**Division/Department:** Treasurer's Office

**Reports to:** LaSalle County Treasurer and/or Deputy Treasurer

**Employment Classifications:**

- ☐ Full-time ☐ Part-time  
☐ Exempt ☐ Nonexempt  
☐ Salaried ☐ Hourly  
☐ Bargaining Unit

**Salary Grade:** 3

**Current Employee holding position is:**

**Essential Duties and Responsibilities:**

Accountable for the collection and distribution of seasonal property taxes to public entities.

More specifically the Tax Processing Clerk's responsibilities will include but not be limited to:

- Assistant to the Chief Deputy Treasurer/Chief Accountant.
- Gain experience and understanding of the daily accounting procedures.
- Learn and be capable and willing to do the tasks of the Chief Deputy as needed.
- Tax collection and have knowledge all modes.
- Know, understand and be able to collect and process tax payments, including mail, banks, web, and counter payments.
- Process cash, check and credit card payments at the counter and be able to calculate change.
- Return tax payments if there are issues with the payments.
- Pick-up post-office mail daily and sign for any certified mailings.
- Maintain the drop box e.g. open, close and check for payments daily.
- Balance payments with the batch printout. Return incorrect payments with a letter of explanation.
- Process bank collections and balance the batches.
- Process bank collection refunds.
- Process and unpay all NSF payments and write letters to property owner.
- Process forfeiture payments.
- Process over/short payments.
- Process subsequent tax payments for tax buyers, as needed.
- Post trustee subsequent tax payments Mobile Home & Real Estate.
- Process and post all Autoagent files (credit card, echeck and TPA files)
- Manage and reconcile tax payments through manual TPA Processing.
- Process omitted bills, miscellaneous tax adjusting processing, tax expungements, file maintenance changes and credit card payments.
- Process due from entity parcels (PTABS, Board of Review).
- Process LaSalle County Trustee Auction and redemption payments.
- Enters bank condition reports quarterly (collect all bank conditions for banks that work with LaSalle County).
- Process set-up for Housing Authority and University of Illinois tax bill set-up and processing.
- Be able to work with QuickBooks and CIC financial software.
- Back up to Office Clerk for Treasurer's bills and vouchers.
- Back up Office Clerk for check runs e.g. vendor checks and payroll checks.
- Destruction of documents (documents past 7 years must be disposed of according to state requirements, must work closely with the State of Illinois)

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_

- Process and mail corrected tax bills and work with the assessment office to ensure correct tax calculations. (add/remove exemptions, change land values, property codes, etc.)
  - Process corrected bill tax refunds and send letter to tax payer.
  - Process all refunds, computer or manual and send letter as to reason for refund.
  - Trustee scavenger sale collection.
  - Answer incoming emails from Fike & Fike online property tax inquiry system.
  - Uncashed vendor and collector checks (write letters, stop pay, and reissue)
  - Assist in writing letters to all unclaimed checks that are going to be turned over to the state and reissue if necessary.
  - Print final collector books at year end close.
  - Assist with setting up and year end close for Mobile Home and Real Estate.
  - Help customers with Autoagent issues and questions.
  - Assist in maintaining bankruptcy files and communicate with County Attorney and Bankruptcy Attorney.
  - Assist with mobile homes as needed, registrations, adds, deletes and new bills.
  - Fill out Mobile Home Tax Certification forms (these forms go to the State of Illinois to make sure taxes are paid in order for mutual customers to receive clear title to mobile homes).
  - Mail notices of tax distribution amounts to entities.
  - Check and recheck parcels before the tax sale for interest only balances and balances less than \$10 and do adjustment batches for them.
  - Send certified letters for delinquent taxes.
  - Email delinquent list to Trustee on a weekly basis up to and including the day before the tax sale.
  - Be in close contact with the newspapers for publication dates etc.
  - Send Header/Footer to the newspapers for delinquent parcels publication.
  - Create final tax sale listing for tax sale.
  - Computer sort and set-up of delinquent file to newspaper for publication.
  - Process coroner's fees.
  - Special Assessments, debt that the homeowner has accrued from the city, for tax sale (contact city attorney's and generate list)
  - Assist with Senior Citizen tax deferral (make sure that the tax forms are filled out correctly, collect insurance forms, files liens and mail to state)
  - Gather judgment paperwork for Assistant State's Attorney.
  - Back up Office Clerk when needed with sale in errors, drainage checks, press releases, distribution letters, and maintaining supplies in the workplace.
  - Back up Head Collector and Cashier with counter help and balancing as needed.
  - Assist with FOIA requests as needed.
  - Create and update exemption information with Assessment Office for annual Tax payer information pamphlet.
  - Communicate/Problem solve effectively with Software Provider (Fike & Fike)
  - Communicate/Problem solve effectively with banks regarding ACH deposits and withdrawals for tax payers and taxing bodies.
  - Communicate/Problem Solve effectively with credit card companies regarding collection.
  - Effective communicator both verbal and written.
  - Know, understand and abide statutes regarding investment of public funds.
  - Know, understand and abide by current Property Tax Code.
  - General office duties of typing, phone inquiries, in office tax payer assistance.
  - Understand operations regarding office management.
- Create a written "step by step description" for the above-mentioned jobs and any other jobs performed as "Tax Process Clerk".

#### **Education and/or Work Experience Requirements:**

- Two to three years practical experience in financial or banking environment, preferred.
- High School Diploma required. Associate's degree or higher-level college attainment preferred; equivalent work experience will be considered.
- Exposure to accounting software is preferred.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_

- Ability to follow direction and work independently
- Team player with willingness to support departmental success

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined as Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds. Occasional manipulation of boxes and containers including lifting/stacking of not more than 50 pounds.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

*I have read, reviewed and agree that this job description accurately reflects the position.*

### **ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**

Date Created: \_\_\_\_\_ Date Revised: \_\_\_\_\_ Approvals: \_\_\_\_\_