



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Accounting Clerk	Department: Multiple	
Pay Grade: 105	Revised: 7/1/15	

### **General Description**

The purpose of this class within the organization is to accurately accomplish a variety of administrative, secretarial and clerical duties for assigned department to ensure effective and efficient office operations; provide assistance to department management, co-workers and the general public. Areas served include Auditor and Tax Collector.

Works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Assesses and maintains records of personal and real property for Greenwood County taxpayers.

Generates tax bills for walk-in taxpayers.

Interacts directly with the public and on the telephone with plats, deeds, assessment questions, tax values and exemptions.

Evaluates Legal Residence Applications for approval or denial.

Accepts and processes Homestead Exemption applications for senior citizens or disabled taxpayers.

Receives and receipts all monies collected for current, delinquent and automobiles taxes. Follows appropriate procedures for balancing, posting and depositing County Funds and maintaining documentation of all monies deposited, etc.

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Performs computer data entry to record and retrieve information, maintain files and prepare reports and correspondence.

Performs a variety of clerical duties, including maintaining accurate and up-to-date records; typing, copying and filing correspondence and other documents; faxing information; answering the telephone; processing mail; maintaining office supplies, etc.

Receives reviews, prepares and/or submits various documents, including but not limited to the tax roll, tax reports, liens, bankruptcy reports, tax bills, memos, correspondence, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, and other County department heads and employees, customers, attorneys, real estate companies, auditors and the general public.

### **Additional Duties:**

Enters data into computer tracking programs to ensure thorough recordkeeping.

Researches auto dealer tax affidavits to find the proper value and district to complete the billing process.

Routinely accomplishes other miscellaneous clerical duties including answering the telephone, copying documents, preparing mail and filing.

Receives, reviews, prepares and/or submits a variety of documents, invoices, notices, memos and correspondence.

Performs related work as assigned.

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## **Responsibilities, Requirements and Impacts**

### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Serves customers, attends to their requests and exchanges information with them.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

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### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for very few decisions, affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects those in work unit.

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### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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## **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires one year experience in general office duties and two years of experience in tax office OR an equivalent combination of education, training and experience. Must be able to be bonded in accordance with department regulations.

## **Special Certifications and Licenses:**

**None**

## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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