

BREVARD COUNTY TAX COLLECTOR

Job Description

Taxpayer/Motorist Services Specialist

DEPARTMENT: Taxpayer/Motorist Services

PAY RATE: \$17.50

GENERAL DESCRIPTION:

Entry to advanced level clerical work and applicant testing requiring considerable contact with the general public that involves the various combinations of services provided by the Tax Collector. Work is performed under the general supervision of the Tax Payer/Motorist Services Manager or Tax Payer/Motorist Services Administrators.

ESSENTIAL JOB FUNCTIONS:

The following duties are illustrative and not all inclusive. Omission of specific duties does not exclude them from the position if the work is similar, related or should be logically assigned to the position.

- Knowledge, understanding and ability to apply appropriate policies and procedures defined by Florida Statutes, Department of Revenue, local ordinances, Department of Highway Safety and Motor Vehicles, Department of Agriculture, Department of Health and Florida Fish and Wildlife Conservation Commission as they relate to transactions processed by the Tax Collector's Office
- Ability to verify work product for accuracy and compliance
- Ability to convey instructions either verbally or in writing as they relate to transactions processed by the Tax Collector's Office
- Evaluate applications and applicants for licensure or permitting
- Must be able to act as a cashier for large monetary transactions accept multiple forms of payment (including debit, check and credit), provide basic math computations (with or without calculator) and make change
- Must be able to reconcile daily transaction and payments received
- Conduct driver's license road tests of adults and minors

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

- Knowledge of the Tax Collector's duties and responsibilities as set forth in the Florida Constitution and Florida Statutes
- Knowledge of the Tax Collector's Office policies, procedures and practices
- Ability to access, input, retrieve and safeguard confidential data using various proprietary computer programs and applications
- Ability to act with good judgment and flexibility as well as act decisively to analyze and solve problems
- Ability to prioritize and organize
- Ability to interact with customers and co-workers in a courteous and effective manner
- Ability to type 35 correct words per minute
- Ability to correctly make mathematical computations using addition, subtraction, multiplication and division
- Ability to ride as a passenger in a car or light truck operated through a series of specified maneuvers while evaluating and rating the driver's skill to drive safely and in accordance to Florida's Traffic Laws

Education and Experience:

- High school graduation or possession of an acceptable equivalency diploma

Licenses, Certifications or Registrations:

- Must meet and maintain qualifications for FDLIS and FRVIS access per DMS requirements
- Must possess a valid Florida Driver's License

Essential Physical Skills:

- Ability to see and hear with or without correction
- Ability to communicate both orally and in writing in the English language.
- Must be able to drive cars, light trucks under 8000 pounds and Tax Collector vehicles in a safe and legal manner
- Must be able to use hands to manipulate objects, tools or controls
- Must be able to maneuver without assistance in an office environment, stand, walk, sit, and reach with hands and arm
- Must be able to occasionally lift and/or move up to 25 pounds
- Must be able to maneuver in and out of applicant's passenger vehicles and light trucks without assistance.
- Ability to work in a constant state of alertness and in a safe manner