

NOTICE OF VACANCY

Revenue/Tag and Title Clerk

Grade VI Wage Range \$12.24 - \$17.49

Job Pay Range is the Hire In Range Based on Qualifications

State Retirement

VSP Vision Insurance

Vacation/Sick Leave

Blue Cross Blue Shield Health & Dental

County Paid Life Insurance

Four 10 Hour Day Workweek

Division

Revenue

Department

Revenue

Location

Dale County Commission

Reports To

Revenue Commissioner, Revenue Chief Clerk, Motor Vehicle Supervisor

Job Summary

Assesses and calculates appropriate fees and taxes using information provided by legal descriptions, customers, applicable laws, and department procedures. Maintains records of tag receipts, daily tag reports, office memorandum, sales tax number records, titles, checks received by mail, and handicap placard.

Duties and Responsibilities

Establishes and maintains assessment files and other records for registrations and titles.

Determines eligibility for exemptions for the blind, disabled, veterans, military, undercover officers, Fire & Rescue, churches, and so on.

Reviews assessments for errors in class, municipal, and school district. Corrects information if necessary.

Assists customers with paperwork and answers any questions they may have about registrations.

Maintains all necessary records and files including the departmental database.

Processes title and transfer applications and prepares state reports when necessary.

Researches official records to verify information or answer inquiries.

Using applicable laws and department procedures assesses vehicles.

Determines, issues and collects appropriate taxes and fees to register vehicles and issue tags.

Issues updated tax receipts and files office copies.

Ensures sales tax has been paid as required on new vehicle registrations.

Processes title and transfer applications when required; inspects vehicle to ensure information is correct

Balances tags, receipts and cash at end of day.

Processes mail in registration requests; prepares tags and registration receipts for mailing.

Processes internet renewals.

Answers telephone and provides information regarding taxes.

Researches tax records for tax assessments to answer inquiries.

Types letters, forms and records; composes and types legal documents.

Researches official records relating to property transfers.

Collects sales taxes.

Other duties as required.

Statements included in this description are intended to reflect general duties and responsibilities.

A detailed job description is available at the Commission Office. Applications may be obtained

and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or

visit our Website: www.employment@dalecountyal.gov.

Deadline for accepting applications is January 16, 2023.

Dale County is an Equal Opportunity Employer.