

TAX AND LICENSE SPECIALIST I

JOB DESCRIPTION

Classification Responsibilities: A Tax and License Specialist I works in either Revenue Collections or Tax Audit and Collections dealing directly with customers in person and over the phone.

Revenue Collections Assignment: A Tax and License Specialist I in Revenue Collections is responsible for dealing directly with customers in person and over the phone to assist them with City business licenses. This involves: educating and assisting the public in obtaining the type(s) of licensing required by the City; interpreting City of Mesa codes, ordinances, and policies regarding the various licenses and explaining to the customers; checking applications for completeness and proper zoning; receiving and processing fees through the cashier system; processing the licensing for Privilege Use Sales Tax and Transient Occupancy Tax; maintaining the tax and licensing system and ensuring all tax payments are properly posted; and assisting the senior level staff with the processing of other licenses such as City liquor licenses, regulatory business licenses, and special events licenses. This classification requires the knowledge to enable interpretation of applicable laws, ordinances, codes, and policies related to taxes and business licenses. This class performs related duties as required. This class is supervised by a Revenue Collections Supervisor who reviews work through conferences, reports, and results achieved.

Tax Audit and Collections Assignment: A Tax and Licensing Specialist I in Tax Audit and Collections performs work that involves: educating and assisting the public in obtaining information on taxes required by the City; interpreting City of Mesa codes, ordinances, and policies regarding tax and collections; and assisting the senior level staff with the processing of tax and collection payments. This position assists the Audit and Collections staff in issuing assessments, filing liens, and preparing payments for processing through the cashier system; maintaining the tax, licensing, and accounts receivable system; and ensuring payments are properly posted. Employees in this class perform a wide variety of responsible tasks involving journey-level clerical procedures to provide tax and collection services to customers. Individual job assignments may vary. This class is supervised by a Tax Audit and Collections Coordinator who reviews work through conferences, reports, and results achieved.

Distinguishing Features: The public contact component of this classification involves: explaining and/or interpreting the City's policies and procedures, answering complex questions, and resolving customer and/or citizen problems and complaints. This includes interacting with citizens who are often angry, confused, and/or hostile. Employees in this class are expected to perform day-to-day activities independently within established guidelines and procedures under general supervision. This class is distinguished from the Tax and License Specialist II by the greater degree of independence in handling day-to-day decisions, and in the lower amount of direct supervision received by the latter. Employees in this classification may progress by noncompetitive promotion to the Tax and License Specialist II class after successful completion of at least one year as a Tax and License Specialist I, meet the specific criteria-based promotion requirements, and meet the minimum qualifications of the Tax and License Specialist II classification. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. A minimum of three years' experience performing administrative support work including public contact. Good (1 - 3 years) experience with word processing and other computer software applications such as Word, Excel, etc.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in accounting and/or bookkeeping is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, and contractors to respond to questions, obtain and provide information, and explain and interpret rules, regulations, practices, and policies. Prepares correspondence, reports, and agendas with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar, in order to correspond with the public and produce reports and agendas for management. Exchanges information with county and state agencies, and other local governing bodies regarding procedures, policies, and code requirements. Provides customers with handouts such as: license applications, related copies of the code, information sheets, sales tax new business listings, a Guide to Opening a Business booklet, and tax collection schedule. Coordinates checkouts with other governmental agencies and City departments. Trains clerical staff through on-the-job training regarding: office procedures, Mesa City Code, Model City Code, and the Arizona Department of Liquor Licenses and Control rules and regulations. Interacts in a tactful, confidential, knowledgeable, and courteous manner with customers who are angry, confused, and/or hostile.

Manual/Physical: Processes liquor license applications upon receipt from the Arizona Department of Liquor. Operates a variety of standard office equipment such as a copy machine, personal computer (PC), microfiche printer and/or reader, and a ten-key calculator. Processes applications for general and business licenses, including: auctioneering, bingo, carnival, circus or tent show, fireworks, fortune telling, going out-of-business, park and swap, pawnbroker, peddler, revival, sale of jewelry at public auction, shooting gallery, teenage dance hall, sex-oriented business, and massage therapy establishments. Works with fingerprinting ink and cleaning fluids when fingerprinting general licensing applicants and/or the general public. Uses a PC to: enter spreadsheet information; input credit and billing information; complete on-line transactions; and produce memos, letters, other correspondence and reports. Enters narrative and numerical information into a computerized billing system to update tax and licensing account records. Sorts and distributes mail and computer reports to evenly divide workload among staff in the Licensing Office. Assists in balancing cash drawers. Completes the Daily Cash Report and processes deposits for the City. Meets scheduling, attendance, accuracy, and reliability requirements.

Mental: Plans and organizes the activities of issuing regulatory licenses, liquor licenses, and tax licenses. Learns job-related material through on-the-job training regarding changes in policy and procedure, updated office equipment, and public contact skills in order to utilize these skills in a production environment. Prioritizes own work involving all job functions within the specific department. Interprets the Arizona state statutes, City code, and Model City code to inform the public

of licenses required for business operations. Performs statistical computation on audit assessments, and for penalty and interest bills and reports. Learns to comprehend all the computer screens and/or software programs specific to the Licensing Office. Comprehends written and oral requests and/or complaints from customers in order to properly investigate and resolve the issue in question and makes corrections to customer accounts. Attends to details so that work product is within acceptable limits for accuracy and timeliness.

Knowledge and Abilities:

Knowledge of:

PC software applications; and
computer applications related to this assignment.

Ability to:

compile data for special and periodic reports;
maintain complex records and prepare accurate reports from such records;
interpret and make decisions conforming to regulations and policies;
anticipate changes in the priorities of tasks or volume of work to be accomplished and make necessary adjustments;
establish and maintain effective working relationships with management, coworkers, and the public; and
respond appropriately to public inquiries and present a positive public image.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/26

BH/js/lv

CS3934.DOCX

EEO-A/S

JOB FCTN-FIN

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 46

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 56-200