

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full-time career position:*

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**JOB CLASSIFICATION:** Tax Clerk - Treasurer's Office

**SALARY RANGE:** TPOAM Grade D Pay Range: \$33,618 - \$41,379

Benefit package including: medical, dental, vision, life insurance, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES**

- Serves as primary backup for cashier.
- Handles a heavy volume of taxpayer and mortgage company telephone inquiries regarding property taxes, special assessment information, fiscal years, due dates, and related matters.
- Provides related information and assistance to citizens at the public service counter.
- Help file, sort, and process mail, processes payments by mail and drop box; reviews and resolves basic payment questions such as routine duplicate payments, overpayments, and underpayments.
- Assist with counting overflow of P&R and Library deposits.
- Mail letters and tax bills to homeowners as needed.
- Assist Cashier & Finance Aide with balancing as directed.
- Periodically scan checks for immediate remote deposit of funds.
- Processes department invoices using accounts payable software.
- Processes tax deferments, returned checks, and other tasks.
- Maintain on and off-site storage of public records.
- Helps to process weekly vendor checks for disbursement and mailing.
- Assist Treasurer with various responsibilities and other miscellaneous duties and projects as assigned.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD**

- High school diploma or equivalent; Some college classes in bookkeeping or accounting a plus.
- 2 years of related clerical experience; **plus** 1 – 2 years recent cashiering experience.
- Experience and/or knowledge of municipal tax procedures preferred.
- Effective interpersonal skills necessary to interpret taxpayer questions and provide understandable responses; Proactive, public service attitude and excellent communication skills; Work well as part of a team.
- Must possess problem solving and organizational skills and the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner; work well under pressure of deadlines and changing priorities.
- Must successfully complete (or have previously completed) the related skills battery including the Excel test.
- Ability to pass a background investigation.

The selection process will include a review of the applicant's experience for posted requirements, criminal history check, skills test, an oral board interview and a background investigation. Each step of the process must be successfully passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

**APPLY AT:** City of Southfield, Human Resources Department  
26000 Evergreen Road, Southfield, MI 48076

City of Southfield Application Packets must be received in the Human Resources Department no later than 5:00 P.M.

**Friday, December 6, 2019**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE**

vr November 13, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.