A blue and yellow seal with a pelican

Description automatically generated**Tax Clerk**

**AT THE CITY OF ST. GABRIEL**

JOIN OUR TEAM

Job Type:  Full-time

Department:  Office of the City Clerk

Post Date: 9/16/2024

End Date: 9/30/2024

Job Description:

Performs a variety of complex & technical clerical duties using established guidelines and procedures. Work includes all facets of collections for real and personal property; performs tax collection duties and providing general information to the public on tax laws and policies

Job Responsibilities and Duties

* Answers questions relative to taxes
* Prepares reports as required
* Computes interest and penalties on delinquent parish taxes, special assessments, and excise tax affidavits
* Prepares tax and special assessment statements for title companies and attorney offices for payments received at later dates
* Verifies tax amounts with mortgage, escrow companies, and taxpayers before receiving payment
* Reviews supplement batch printouts from assessor’s office showing changes in tax amounts, values, legal descriptions and owners
* Prepares occupational, beer and liquor renewals and licenses
* Prepares City’s tax sale
* Prepares tax redemptions of property sold at tax sales
* Calculates new tax amounts according to current levy rates and assessed value breakdown, balances with supplement printouts
* Checks parcels for delinquent taxes and notifies mortgage company or tax service of non-payment
* Distributes statements to mortgage companies or tax service annually or when requested by either entity
* Maintains files on all mortgage companies and tax service payments, refunds, and correspondence
* Lists reports on the computer showing tax parcels, amounts posted, and totals
* Balances posting report of taxes and assessments
* Balances cash drawer
* Does deposits daily
* Performs other duties as assigned

Job Requirements

* Tax collection certification
* 5+ years of general clerical and typing experience
* Knowledge of operation, responsibilities, and common procedures of a city tax office

Email resume or letter of interest to [hr@stgabriel.us](mailto:hr@stgabriel.us).