

Sumter County Office of Human Resources



KIMBERLY HOOKS
Human Resources Assistant
Telephone (803) 774-2824
FAX (803) 774-2827

Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

**Sumter County is Presently Seeking a
Tax Clerk for the Treasurer's Office
Starting Salary \$25,000**

Examples of Work Performed: Under occasional supervision, performs various accounting and clerical duties to help ensure the proper recording, balancing and reporting of County accounts. Collects real and personal property taxes and provides professional customer service to taxpayers. Prepares receipts. Suspends vehicle registrations for non-payment of taxes; withdraws suspensions as appropriate. Balances cash drawer at the end of each day. Receives and responds to public inquiries regarding taxes due. Performs computer data entry to record and retrieve various information. Performs various clerical duties as necessary, including but not limited to typing reports and correspondence, answering telephone, greeting and assisting office visitors, processing mail, copying and filing documents, assembling tax books, etc. Assists with various other clerical duties necessary before and after-tax sales. Receives, reviews, prepares and/or submits various records and reports including billing invoices, tax statements, balance sheets, technical study reports, memos, correspondence, etc. Operates a variety of office equipment such as a computer, calculator, printer, copier, fax machine, telephone, etc. Interacts and communicates with supervisors, co-workers, other County department heads and employees, the Department of Motor Vehicles and the general public. Performs related duties as required. Reports to the Deputy Treasurer.

Required Knowledge, Skills & Abilities: Has thorough knowledge of the methods, procedures and policies of the Treasurer's Office as they pertain to the performance of duties of the Tax Clerk. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the Office and of related departments and agencies. Has knowledge of the functions and interrelationships of County and other governmental agencies. Has the ability to offer assistance to co-workers and employees of other departments as required. Is proficient in bookkeeping. Has the mathematical ability to handle required calculations. Is able to gather accurate information and to prepare forms, records, correspondence, etc. in a timely manner. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret tax law books, technical manuals and related materials pertaining to the responsibilities of the job. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations or in situations involving irate taxpayers. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in use of computers. Must be able to lift and/or carry weight of five to ten pounds.

Minimum Requirements: Requires a high school diploma supplemented by one to two years of experience in bookkeeping/accounting or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Benefits: Sumter County Government participates in the SC State Health Plans and Retirement Plans administered by PEBA (Public Employee Benefit Authority). A complete listing of benefits and eligibility requirements can be found by accessing peba.sc.gov. An overview of benefits and eligibility will be provided in the pre-employment packet and again during the new hire orientation.

Request Assistance: If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at (803) 774-2824 or emailing khooks@sumtercountysc.gov.

Reasonable Accommodation: Applicants with disabilities may contact Sumter County Government – Human Resources via telephone at (803) 774-2824, FAX (803) 774-2827 or e-mail khooks@sumtercountysc.gov to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.

Qualified applicants interested in applying should:

Visit our website at www.sumtercountysc.gov for a pre-employment application

And

Fax cover letter, résumé and application to Kimberly Hooks at (803) 774-2827

Or

E-mail to khooks@sumtercountysc.gov

Opening Date: June 24, 2024

Closing Date: Until Filled

**EEO/AA
DRUGS DON'T WORK**