



**Village of South Lebanon**  
**99 N. High Street, South Lebanon, Ohio 45065**  
**513-494-2296 fax: 513-494-1656**  
**www.southlebanonohio.org**

**Part-time Tax Assistant Job Description**

Hiring Range:	\$14.36 to \$19.39 DOQ	Classification:	Classified
Reports To:	Tax Commissioner	FISA:	Non-exempt
Posted:	February 17, 2017	Department:	Tax
Working Hours:	40 hours per week	Status:	Full Time

**General Statement of Duties and Distinguishing Features of Class**

A variety of clerical tasks in keeping financial accounts and records according to the standard principles and practices set forth to do related work as required.

An employee in this class exercises initiative, independence and mature judgment in performing assigned routine activities associated with collecting monies, performing calculations, auditing, ensuring payment records are in order and following-up on those that are delinquent, keeping books and other related tasks. Tax Commissioner and Fiscal Officer are available for consultation on routine matters and gives detailed instructions on new assignments.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave in a manner that does not damage or endanger the loss of trust with the public or co-workers. Candidate must meet the following qualifications and requirements at time of appointment.

**Examples of Work (Illustrative Only)**

- Customer interaction - representative of the Village of South Lebanon;
- Solving minor problems and handling routine processes for customers;
- Filing;
- Auditing Village tax returns;
- Handling money;
- Knowledgeable about regulatory issues and relaying this information to customer's questions;
- Routinely enters information on computer system;
- Works closely with Tax Commissioner to accomplish department goals.

**Skills, Knowledge, and Abilities:** The following is preferred

- Experience with tax returns - preparing and/or auditing
- Good knowledge of modern clerical account keeping;
- Routine activities with routine solutions to problems;
- Possession of good English, proper grammar and superior customer service skills;
- Ability to make minor decisions in accordance with laws, ordinances and regulations, and established policies;
- Professional and positive attitude;
- Able to make mathematical computations rapidly and accurately;
- Tact and courtesy;
- Ability to function effectively in stressful situations;
- Able to interpret instructions in written or oral form;
- Detailed work that requires accuracy;
- Willingness to work additional hours through designated tax season of April through May of each year;

Applications are available at the South Lebanon Municipal Building from 8:00 am to 4:30 pm M-F or online at [www.southlebanonohio.org](http://www.southlebanonohio.org). All inquiries and submissions relating to the recruitment and selection process of a position should be directed to the attention of:

Fiscal Officer  
Village of South Lebanon  
99 N High Street, P.O. Box 40  
South Lebanon, OH 45065  
Phone: 513.494.2296  
Fax: 513.494.1656