

County Tax Appeal Board Secretary

Blaine County has an opening for a County Tax Appeal Board Secretary. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: County Tax Appeals Board Secretary

ACCOUNTABLE TO: County Tax Appeals Board

MUST PROVIDE: Typing test certificate reflecting speed/accuracy.

SUMMARY OF WORK: The work of the County Tax Appeal Board is seasonal and intermittent in nature. The position is typically active from July 1 through December 31 of each calendar year but may include work outside this time frame receiving appeals and preparing and mailing decisions. Upon completion of the appeal season's work, the position is typically inactive until approximately one month before the start of the new appeal season starting on July 1. The average duration of the active portion of the position is six months but may be longer or shorter depending on the appeal load.

KNOWLEDGE AND SKILLS:

- Ability to communicate effectively both orally and in writing.
- Must have a valid Montana Driver's License.
- Must have a personal computer.

EDUCATION AND EXPERIENCE:

- Working knowledge of office practices and procedures, business English, spelling, composition, and grammar.
- Ability to operate a computer and digital recording device/system.
- Ability to establish and maintain effective working relationships with others; ability to communicate effectively verbally and in writing.
- Ability to type 40 words a minute.
- Ability to maintain records.

PHYSICAL REQUIRMENTS:

Sitting for 3-4 hours a time.

JOB DUTIES AND RESPONSIBILITIES: Under general supervision, the employee provides clerical support to a three-member county tax appeal board.

- Receives original taxpayer appeal forms and maintains an appropriate filing system.
- Schedules taxpayer hearings in conjunction with the board members.
- Operates a recording machine.
- Takes notes.
- Takes possession of any exhibits presented at the hearing.
- Types documents and correspondence using a *personal* computer from longhand or verbal instructions.
- Answers telephone, email, and written inquiries from taxpayers and Department of Revenue.
- Completes travel expense vouchers for board members, orders office supplies, and performs other clerical duties as needed.
- Perform assigned duties.
- Properly maintain equipment.
- Demonstrate sound judgment in making decisions.
- Prepare and submit accurate and timely reports.
- Observe work hours and demonstrate punctuality.
- Establish and maintain effective working relationships with fellow employees, supervisors, and the public.
- Demonstrate the knowledge, skills, and abilities necessary to perform work satisfactorily.
- Completeness, accuracy, neatness, timeliness, competence, efficiency of work.
- Ability to perform independently without constant supervision.
- Ability to maintain confidentiality, discretion, and accuracy in all aspects.

Position Facts:

Salary: \$18.15 hourly

Probationary Period: 6 months

***Health Insurance, Dental & Vision Insurance and Retirement are not available. ***