

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Property Tax Clerk II**

**Department: Finance**

**Pay Grade: GS.04**

**Supervision Received From: Asst. City Treasurer**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 9/03/14**

**Revision Dates: 4/3/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for processing, recording and verifying tax relief applications and receipts for property tax and water quality fee collections. Duties include recording entries; completing reports and handling telephone inquiries. Work is performed with moderate supervision.

**SERIES LEVEL:** This is the second of a three level series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Assist taxpayers and the general public with questions and complaints.

Assist in the collection of property taxes and water quality fees.

Answer telephone calls, correspondence and in-person inquiries or complaints; provide assistance regarding the collection of all current and delinquent property taxes and business licenses, permits, and related matters.

Oversee State of TN property tax relief program. These duties include knowledge of applicable policies and procedures regarding tax relief programs, assisting senior citizens with the application and renewal process, accepting payments and serving as a liaison with the State of TN.

Prepares a variety of reports related to tax revenue and delinquencies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year of related work experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Familiarity with customer service principles; modern office procedures, recordkeeping principles and practices. Ability to use a computer and related software applications; provide excellent customer service; maintain records and good communication and interpersonal skills in dealings with coworkers, supervisor, and the general public, sufficient to exchange or convey information and receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.