

JOB TITLE: Business Tax Technician

JOB CODE: 10.02

GRADE: 13

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To ensure the timely issuance of Occupational Licenses to all businesses and professionals practicing within the City limits and to provide zoning information and assist in checking plans to insure that they meet all requirements of the zoning code.

MINIMUM QUALIFICATIONS: High School Diploma or GED plus three (3) years experience in accounting or clerical. The selected candidate must begin the process of certification with the Florida Association of Occupational Licensing Officials within the first six (6) months of assuming the position and obtain certification within two and one half (2 ½) years from date of employment.

SPECIAL REQUIREMENTS:

- Extensive knowledge and experience with personal computers and various software packages such as Microsoft Word and Excel.
- Ability to quickly and accurately compute financial transactions.
- Knowledge of bookkeeping.
- Ability to understand and follow complex oral and written instructions.
- Ability to research and acquire a complete understanding of the City Municipal Code encompassing ordinances pertaining to occupational licensing and zoning concerns.
- Ability to research State of Florida laws and statutes and maintain a constant awareness of developing legislation that would impact occupational licensing revenues and zoning compliance.
- Ability to exercise effective public relations while explaining and enforcing regulations firmly and courteously.
- Ability to work independently when investigating and/or verifying businesses and professionals operating within the City.
- Ability to establish and maintain effective working relationship with other City departments.
- Ability to prioritize various tasks simultaneously while maintaining work in process under stressful situations.
- Ability to communicate effectively orally and in writing.
- Excellent skill in organizing large volumes of data.

ESSENTIAL FUNCTIONS:

- Investigates and reviews all businesses, occupations and professionals operating within the City limits.
- Assists public in completion of licensing documents, ensure current status of State Certification for professionals, assess proper fee, process revenues collected and issue licenses.

- Responds to all inquiries and conveys to general public specific requirements for the approximately one hundred and fifty business classifications and sub-classifications governed by City ordinances and State statutes.
- Issues various permits for going-out-of-business sales and door-to-door solicitations.
- Assists the review and modification of City ordinances pertaining to occupational licenses.
- Assists in the development of new and/or revised procedures to simplify and improves operations and services rendered.
- Provides information relative to zoning questions.
- Reviews plans for compliance with zoning requirements.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Considerable public contact; should be considered a part of the job criteria.

SUPERVISION RECEIVED: Considerable independent judgment is exercised. Works under the direct supervision of the Department Head or designated representative.

SUPERVISION EXERCISED: Supervises temporary assistants at various times annually.

PHYSICAL REQUIREMENTS: This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.