

**617 - CLERK PART-TIME  
CITY OF PARMA  
041 – TAX DEPARTMENT**

**JOB SUMMARY**

The **Clerk Part-Time** performs clerical duties related to the tax administration activities of the Tax Department. The **Clerk Part-Time** reports directly to the Deputy Commissioner and indirectly to the Commissioner. This position is “Unclassified” (not classified) within the civil service of the City of Parma.

**WORK ACTIVITIES**

Tax Administration Duties

- Scans documents into tax system
- Verifies payments claimed on tax forms \*
- Identifies tax returns without W-2's \*
- Adds up payments from W-2's and reconciles with amounts paid in \*
- Researches discrepancies in records \*
- Assists taxpayers at the counter \*
- Assists full-time staff when needed
- Identifies and pursues delinquent taxpayers
- Processes corporate withholding taxes \*
- Monitors and issues registrations

Clerical Duties

- File \*
- Answers telephone \*
- Makes photocopies

Other Duties

- Performs all other related duties as assigned+

\* Denotes Essential Job Functions

+ Denotes Essential Job Functions, Scheduling Accommodations Possible

**TOOLS AND EQUIPMENT**

- Calculator
- Copy Machine
- Fax Machine
- Paper Shredder
- Personal Computer
- Telephone
- Scanner

## **JOB CONTEXT**

The **Clerk Part-Time** works 21 to 30 hours a week, with some seasonal variations in schedules. The position is part-time and operates 12 months a year. The **Clerk Part-Time** works within a temperature-controlled office setting. The office is crowded and noisy. The incumbent's time is spent divided between sitting at a desk or standing while waiting on customers. Mobility around City Hall is required. The **Clerk Part-Time** will operate office equipment, which requires continuous and repetitive arm, hand and eye movements. The **Clerk Part-Time** is evaluated annually by the Deputy Commissioner, reviewed by the Commissioner.

## **JOB QUALIFICATIONS**

Upon hire, a Clerk Part Time must have:

- A high school diploma or equivalent
- Basic typing skills
- Basic math skills
- Organizational skills
- Ability to communicate well with the public

After hire, a Clerk Part Time must have:

- General Knowledge of city tax laws and procedures
- Knowledge of general office procedures

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In accord with the Collective Bargaining Agreement between the City and AFSCME Local #3924 which expires on October 31, 2014, this position is paid at \$8.38 – \$9.10 per hour (0-1 yr). The City of Parma is an equal opportunity employer. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. An application can also be found on the City's website under the Human Resources tab: <http://www.cityofparma-oh.gov/cityhall/personnel.aspx>.

Applications shall be submitted after completion to the City of Parma Human Resources & Purchasing Department. Applications received after 4:00p.m. on Friday, May 30, 2014 may not be considered for this vacancy but will be retained for future consideration for a period of two years.