

Terrebonne Parish Sales & Use Tax Department

Government Tower
8026 Main Street, Suite 600
Houma, LA 70360

Vacancy Announcement

Data Entry Clerk III

See Attached Job Description

\$11.35 - \$17.02 per hour

Closing Date: August 21st, 2018

If interested in this vacancy, apply at:

Sales & Use Tax Office

Government Tower
8026 Main Street, Suite 600
Houma, LA 70360

All interested employees should submit a letter of interest to the Sales & Use Tax Department and their department head.

**Terrebonne Parish Consolidated Government
is an Equal Opportunity Employer.**



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Data Entry Clerk III
DEPARTMENT.....: Sales & Use Tax Department
DIVISION.....: Sales Tax
CLASSIFICATION/GRADE.....: Data Entry Clerk III/104
REVISED.....: 07/2012
REPORTS TO.....: Accounts Supervisor
REVIEWED.....: 07/2012
WAGES.....: Hourly

SUMMARY:

The primary responsibility of this position is the repetitive data entry of sales tax returns and related documents in accordance with established guidelines and provides assistance to the general public.

BASIC FUNCTIONS:

1. Sorting, coding and review of sales tax returns and related documents in preparation for keypunch.
2. Repetitive keypunching of sales tax returns and related documents in accordance with established guidelines. Work is reviewed for accuracy and speed of the assignment accomplished.
3. Responsible for balancing daily work keypunch with accountant.
4. Processing delinquent billing by printing, verifying, and mailing to taxpayers. Follow-up with second notices and final notice letters.
5. Responsible for assisting taxpayers over the counter with applications, payment of taxes and any general sales tax questions.
6. Balancing cash drawer daily and responsible for own cash.
7. Review electronic batches for closed accounts, account number errors and multiple returns for the same month report.
8. May be required to take on responsibilities of others in their absence during time of extreme workloads.
9. Any other duties requested for the efficient operation of the department.

OTHER REQUIREMENTS:

1. Must be able to type 30 wpm.
2. Previous keypunch experience.
3. Knowledge of line items on a sales tax return desired.
4. Must have ability to effectively communicate with taxpayers in a courteous manner.
5. General knowledge of sales and use tax regulations and taxpayer filing procedures.
6. General knowledge in the use of the AS 400.

EDUCATION/EXPERIENCE:

1. Must have a high school diploma or GED.
2. Knowledge in the use of the personal computer (Word and Excel).
3. General knowledge in the use of the typewriter, 10-key calculator, fax, scanner & postage machines.

Anyone interested in applying should submit their letter of interest and/or application to the Sales & Use Tax Department, Government Tower, Suite 601, between the hours of 8:00 am and 4:30 pm.