



400 South Federal Highway
Hallandale Beach, FL 33009
Phone: (954) 457-1345
Fax: (954) 457-1494

Business Tax and Regulations (BTR) Specialist

SALARY RANGE: \$49,000.00 - \$59,000.00/year

OPENING DATE: June 8, 2022

CLOSING DATE: June 22, 2022

NATURE OF WORK:

Performs advanced duties and functions including maintenance of business tax receipt and other specialized accounts. Processes several application types including, but not limited to, business tax receipts, certificates of use, hotel registration, temporary use and filming permits, vacation rental and condo registrations. Provides exceptional customer service in the processing and maintenance of Business Tax Receipts (BTR's). Work is performed under limited supervision with considerable latitude in the use of initiative and independent judgment.

To view full job description, please click on the job title: [Business Tax & Regulations \(BTR\) Specialist](#)

REQUIREMENTS:

Education and Experience:

High school diploma or GED; with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping; supplemented by two (2) or more years' clerical experience, preferably in business licensing; or an equivalent combination of education, certification, training, and/or experience. Must have National Incident Management System (NIMS) certification level to be determined by job classification requirements), or obtain within one year of employment. Must have or be able to obtain notary public certification.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

ADDITIONAL INFORMATION:

In order to move on to the next phase of the application screening process, you must attach proof of education.

Applicants who demonstrate they meet the minimum requirements may be subject to an extensive selection process and screening program, which may include, but not be limited to, evaluation of training and experience; background investigation; medical evaluation.

Applicants are required to sign an affidavit for non-use of tobacco products in order to be considered for employment.

Veteran's Preference Applies: The City of Hallandale Beach values the service that veterans and their family members have given to our country, and as such, proactively recruits and hires veterans and qualified spouses to the greatest extent possible.

Certain service members and veterans, and the spouses and family members of such service members and veterans, receive preference and priority, and certain service members may be eligible to receive waivers for post-secondary educational requirements. To obtain veteran's preference, applicants MUST submit a copy of separation papers (DD214), Veterans' Preference Certification form and meet eligibility requirements as stipulated by the Florida Statutes.

DOCUMENTATION MUST BE PROVIDED AT TIME OF APPLICATION, DEMONSTRATING APPLICANT MEETS POSITION REQUIREMENTS.

Apply online at <https://www.governmentjobs.com/careers/cohb>.