



CITY OF PORT ST. LUCIE
invites applications for the position of:

Business Tax Lead Specialist-City Employees Only

SALARY: \$17.46 Hourly
\$36,316.80 Annually

OPENING DATE: 10/04/21

CLOSING DATE: 10/11/21 05:00 PM

POSITION SUMMARY:

The City of Port St. Lucie is an equal opportunity employer.

This position is open to all employees in the FOPE Bargaining Unit ONLY.
Probationary employees shall not be permitted to apply for open positions until having satisfactorily completed their probationary period.

This position is Essential and is required to report to duty before, during, and immediately after a civil emergency.

Facilitates the development of public trust and confidence in the City.

Advanced clerical/technical work processing applications for Business Tax Receipts. Duties include providing specialized clerical assistance, file maintenance, and customer service. Provides information to the public regarding City Code and Florida State Statutes related to the local business tax purposes and requirements. Position also requires special magistrate case preparation, and the ability to attend hearings and provide information as required. Position will act as area lead in supervisor's absence. Works independently, but work is reviewed by the supervisor.

ESSENTIAL DUTIES:

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Keeps the mission, vision and values of the City of Port St. Lucie at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintains high levels of work and productivity by generating innovative solutions to work situations.
- Performs clerical duties of a technical nature relating to the local business tax, special events, promotional activities, and code violation complaints.
- Reviews business tax receipt applications (new, renewals, and transfers) for compliance with City, as well as State, requirements and codes, explains application procedure, fees and determines missing documents, enters information into the computer. Accesses websites from various State agencies that issue required licenses, permits and registrations to complete the application process.
- Explains and answers questions from applicants regarding the application process, provide information about other government agencies requirements as they relate to the business tax and its issuance.
- Must have a thorough understanding of businesses that must comply with state license requirements and in what capacity additional licensing may be required in order to

- determine the proper documents required to issue the business tax receipt in compliance with Florida State Statutes and City code.
- Compiles and routes “new business” and “change of use application” to Planning & Zoning and Plan Review for review as to compliance with zoning and building codes.
- Processes applications for all business tax receipts for appropriate approvals.
- Assures that information not available to the public is secure and handled with confidentiality. Social Security numbers, as well as law enforcement information is not available to the public.
- Maintains all records and files, and inputs data into computer regarding business tax receipts, and business tax law violations.
- Issues renewals and delinquent notices for business tax receipts.
- Maintains log of citizen complaints for code violations and advises supervisor of outstanding cases.
- Prepares and maintains required reports for business tax receipts and citizen complaints.
- Receives, screens, and routes calls and visitors to appropriate personnel.
- Attends meetings, workshops and conferences to acquire knowledge of changes in legislation and new tax law related to business tax receipt procedures.
- Reproduces business tax documents by accessing computer file records or by copying originals. Operates general office equipment such as facsimile machines, photocopier, copier/printer, etc.
- Assists other City departments and outside government agencies with business addresses and occupations.
- Compiles and produces daily, weekly, monthly and yearly reports for various departments and agencies.
- Maintains and stores business tax records in accordance with state records retention guidelines.
- Maintains information media, keeping adequate supply on hand at all times for public distribution. Monitors information contained in literature to ascertain it is correct and current.
- Track pending applications to determine that all required documentation has been submitted.
- Determine if refunds of the business tax are legitimate and prepare the written request for refund with the necessary documentation and forward to the Finance Department.
- Prepare the necessary correspondence to notify applicant of NSF payments and continue with special magistrate preparation and presentation.
- Complete financial daily close procedures which includes reconciliation of source to Munis Cash Management subledger, prepare deposit and complete check deposit using deposit scanner, update Munis cash management module with subledger detail, summarize and submit cash and submit daily cash report to the Financial Management Department.
- Act as lead in supervisor’s absence.
- Maintain accuracy of daily cash drawer.
- Prepares cases for special magistrate hearings.
- Researches property ownership and status.
- Gives testimony at special magistrate hearings.
- Other duties may be assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An Associate degree with two (2) years of experience of clerical/customer service or graduation from an accredited high school or possession of an acceptable equivalency diploma and three (3) years of clerical/customer service and (1) year of business tax experience preferred.

- Knowledge of business tax terminology and documentation.
- Knowledge of business English and spelling.
- Knowledge of basic accounting, cash recording and bookkeeping.
- Knowledge of digital filing and encryption procedures.
- Knowledge of mathematical computations.
- General knowledge of zoning codes and code violation.

- Knowledge of office practices and procedures.
- Skill in typing accurately.
- Skill in the use of data input equipment.
- Ability to work under pressure and meet deadlines.
- Ability to understand and follow oral and written instructions.
- Ability to access, input and retrieve information from a computer.
- Ability to make arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed routines.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofpsl.com>

Position #202101699
 BUSINESS TAX LEAD SPECIALIST-CITY EMPLOYEES ONLY
 NG

121 SW Port St. Lucie Blvd
 Port St. Lucie, FL 34984

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Business Tax Lead Specialist-City Employees Only Supplemental Questionnaire

- * 1. Are you a City of Port St. Lucie employee?
 Yes
 No
- * 2. Are you currently on your new hire 9-month probationary period with the City?
 Yes
 No
- * 3. Do you possess an Associate degree and have two (2) years experience with clerical/customer service or do you have a high school diploma or possession of an acceptable equivalency diploma with three (3) years of clerical/customer service experience?
 Yes
 No
- * 4. Are you proficient using Microsoft Office Suite programs including Word, Excel, PowerPoint and Outlook?
 Yes
 No
- * 5. Do you have business tax experience?
 Yes
 No

* Required Question