

Concealed Weapon Specialist - Tax Collector Office

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Salary \$15.13 - \$23.45 Hourly

Location Various locations throughout Volusia County, FL

Job Type Full-Time

Department Business Services

Job Number 21-00704

Closing 7/27/2021 11:59 PM Eastern

Major Functions

The Tax Collector's Office in Volusia County is seeking to fill a Concealed Weapon Specialist, in Deland, Florida. This position will be responsible for entry to advanced level clerical work and applicant testing requiring considerable contact with the general public that involves the various combinations of services provided by the Tax Collector to include work performed for the Department of Agriculture Concealed Weapons Permits (CWP) through a third party vendor. Work is performed under the general supervision of the Taxpayer Services Administrator.

Illustrative Duties

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ability to apply appropriate policies and procedures defined by Florida Statutes, Department of Revenue, local ordinances, Department of Highway Safety and Motor Vehicles, Department of Agriculture, and Florida Fish and Wildlife Conservation Commission as they relate to conducting transactions processed by the Tax Collector's office for these various entities.
- Ability to verify work product for accuracy and compliance.
- Ability to convey instructions either verbally or in writing as they relate to the transactions processed by the Tax Collector's office.
- Evaluate applications and applicants for licensure and permitting.
- Must be able to act as a cashier for large monetary transactions; accept multiple forms of payment (including cash, check, debit, and credit cards), provide basic math computations (with or without a calculator) and make change.
- Must be able to reconcile daily transactions and payments received.
- Responsible for testing, troubleshooting and resolving software application and data related issues.
- Attends work on a regular and consistent basis.
- Must be able to perform other duties and tasks as assigned.

Minimum Requirements

Graduation from high school or possession of a GED and (1) year of cashiering and customer service experience

Knowledge, Skills & Abilities

- Knowledge of the Tax Collector's duties and responsibilities as set forth in the Florida Constitution and Florida Statutes especially as it relates to the collection of property taxes and tourist development taxes.
- Knowledge of the Tax Collector's Office policies, procedures and practices
- Ability to access, input, retrieve and analyze information from a computer using various programs and applications to formulate conclusions used in completion of job functions
- Ability to act independently with decisiveness while adjusting to changing conditions
- Ability to analyze and solve software application and data related problems
- Ability to prioritize and organize
- Ability to manage several projects simultaneously

- Ability to interact with customers and co-workers in a courteous and effective manner
- Ability to establish and maintain effective working relationships
- Must have advanced knowledge of the software application utilized by the Tax Collector's Office
- Strong ethical commitment to maintaining confidentiality of protected information and acting as a public sector fiduciary
- Detail oriented with the ability to identify trends and discrepancies in data
- Strong math skills and cognitive abilities
- Ability to see and hear with or without correction
- Ability to communicate both orally and in writing in the English language

Essential Physical Skills:

- Ability to see and hear with or without correction
- Ability to communicate both orally and in writing in the English language
- Must be able to maneuver and work independently in an office environment: standing; walking, with light pulling/carrying (up to 15 lbs.) and sitting for extended periods of time
- Must be able to use hands and arms in order to manipulate objects, tools, books, standard office equipment
- Must be able to work in a constant state of alertness and in a safe manner