



MINNEHAHA COUNTY
invites applications for the position of:

Tax and License Technician

Strong Foundation. Strong Future.

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$15.74 - \$16.95/Hour **OPENING DATE:** 4/28/17 **CLOSING DATE:** 5/12/17 at 5:00 PM

GENERAL INFORMATION:

The [Minnehaha County Treasurer's Office](#) invites applications for a Tax and License Technician to assist the residents of Minnehaha County with motor vehicle and real estate transactions. This is a full time position with day hours Monday through Friday.

EXAMPLES OF DUTIES INCLUDE:

Process titles and registrations for motorized vehicles including transfers, renewals, and leases. Compute and accept license fees and tax payments. Issue receipts. Issue handicap permits. Maintain records of transactions. Review and process applications, billings, routine reports, forms, liens, invoices, payments and other materials according to established methods and procedures. Provide assistance and information to the public and other agencies through direct, telephone, and mail contact. Fill in and verify data on vehicle registration, license application forms, and tax ledgers or receipts. Enter information. Compile and tabulate data. Verify accuracy of computations and entries. Count and balance cash, credit card, and ACH payments against cash register tapes, correcting for errors. Prepare money bags for next day.

MINIMUM QUALIFICATIONS:

High school diploma or GED and one year of customer service and cash handling experience. Comparable combination of education and experience may be considered. Must successfully complete pre-employment background process. Excellent customer service skills. Working knowledge of modern office practices. Ability to operate a computer and calculator with accuracy and at a reasonable speed. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with coworkers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Previous experience working in a related position or a similar environment. Three or more years of customer service, computer operation, and cash handling experience. Experience working with legal documents and titles.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>

Job #17-43
TAX AND LICENSE TECHNICIAN
JA

OUR OFFICE IS LOCATED AT:

415 N Dakota Avenue
Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.