



# MIKE FASANO

TAX COLLECTOR/PASCO COUNTY/FLORIDA  
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

## Job Description

JOB TITLE: Support Services Temporary/Seasonal I

### General Description

Specialized clerical work involving moderately complex work methods, operation of equipment in central mail area, stocking supply room and running printing equipment. Moderate cross-train in other areas of the department as requested.

### Essential Functions

Ability to perform the following, with or without a reasonable accommodation under the ADA:

- Knowledge of current basic office methods and procedures.
- Learn office policies and the laws, regulations, practices and procedures relating to the department.
- Flexibility arising from unexpected issues.
- Make mathematical calculations with speed and accuracy.
- Maintain records as required.
- Operate various office equipment as well as specialized equipment.
- Understand and utilize postal regulations.
- Adhere to prescribed routines.
- Sort and carefully handle mail, equipment and other items.
- Establish and maintain effective working relationships with co-workers, the general public and other governmental agencies as required for the performance of duties.
- Read for Comprehension
- Stand, stoop, bend and stay in stationary position for extended periods of time.
- Lift and storing mail tray, inventory items, records and related items.
- Loading and unloading vehicles as requested.
- Lift and transport 50 lb. boxes of supplies to required work locations.
- Climb a ladder.

### Job Duties

- Process incoming and outgoing mail for all departments.
- Assist with Postage application machines.
- Open and sort mail by department/application.
- Assists with the processing of U.S.P.S. packages.
- Maintain logs for UPS charges.
- Prepares property tax payments, business tax receipts, and other items for processing

on remittance processor.

- Verifies checks for accuracy.
- Assists with the filling of office supply orders and restocking of the Central Supply room.
- Answering telephone calls as needed.
- Assist with General office filing.
- Assist other department/office agencies as required.
- Assist in maintaining a clean and orderly workplace/office..
- Other duties as assigned.

### **Preferred Experience**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- One (1) or more years' experience working in a back office maintaining/document processing, records storage, and/or central supply operation preferred.

*A comparable amount of education, training or experience may be substituted for the minimum qualifications.*

### **Attendance**

No more than 40 hours weekly, Monday through Friday with off days towards the end of the tax season. Overtime may be required both before and after regular work hours.

### **Minimum Qualifications**

- Valid Florida Driver License.
- Safe driving record.

*A comparable amount of education, training or experience may be substituted for the minimum qualifications.*

### **Disclaimer**

The offices of Mike Fasano, Pasco County Tax Collector prides itself on outstanding customer service and servant leadership. The Pasco County Tax Collector's offices serve numerous individuals with a wide range of personalities, ethnicities, cultural and religious backgrounds, ages, disabilities and language barriers who require its services, Upon assuming this role with the Pasco County Tax Collector Office, the employee will be expected to provide and meet the excellent customer service standards the Pasco County Tax Collector's Office upholds to every customer the employee serves and interacts with. Confidentiality is a must as employees may be working with highly sensitive and confidential information.