

City of Canal Fulton

155 East Market Street, Suite A, Canal Fulton, Ohio
44614

Date: December 15, 2015
From: William Rouse
City of Canal Fulton
SUBJECT: CIVIL SERVICE EXAM

Please place the following advertisement in the Repository and Independent on Sunday, December 20, 2015 and Sunday, December 27, 2015.

**Civil Service Examination
City of Canal Fulton
Income Tax Administrator**

The City of Canal Fulton will be accepting applications for a civil service examination for an Income Tax Administrator position. The applicant must possess a high school diploma or equivalent, possess a valid driver's license, and remain insurable under the City's vehicle insurance policy. The examination will be conducted at the Canal Fulton Fire Department, 1165 Locust Street, Canal Fulton, Ohio 44614 on **Saturday, January 23, 2016 at 9:30am**

Applications for the examination must be obtained at and returned to the Finance Director, 155 E. Market Street, Canal Fulton, Ohio 44614. **A copy of a valid driver's license, high school diploma or GED and any certificates, licenses and proof of military service must be turned in with application. \$20 non-refundable fee due at time of application.**

Applications must be completed in ink, signed in the applicant's own handwriting and received by **4:30pm, January 18, 2015**. Incomplete applications will not be considered for exam. For more information, please call City Hall at 330-854-6761.

Income Tax Administrator – The City of Canal Fulton (Stark County) is seeking a candidate to fill the position of Income Tax Administrator. The position reports to the Finance Director and is responsible for preparing and auditing municipal income tax returns; collecting current and delinquent tax payments; preparing daily, monthly and yearly tax reports; locating new homeowners, renters, and businesses to ensure awareness of the City's income tax; and general clerical duties as needed. Interested candidates must have a minimum of two years of municipal tax/accounting experience, an ability to develop and maintain an in depth knowledge of the City's income tax ordinance, strong computer skills/literacy, a demonstrated ability to provide quality customer service, a high school diploma or equivalent, a valid driver's license, and be insurable under the City's insurance policy. This is a full-time classified position subject to civil service testing. The base salary ranges from \$37,211.20 to \$45,760.00 with a generous benefits package. Applications and a \$20 non-refundable test fee must be addressed to the Finance Director, City of Canal Fulton, 155 E. Market Street, Canal Fulton, OH 44614 and received by **4:30 pm, January 18, 2015**. Applications are available in the Finance Department and on the website www.cityofcanalfulton-oh.gov. The civil service examination will take place at the Canal Fulton Fire Department on **January 23, 2016 at 9:30 am**. For more information, please call 330-854-6761. The City of Canal Fulton is an equal opportunity employer and drug-free workplace.

JOB DESCRIPTION – TAX ADMINISTRATOR – CITY OF CANAL FULTON

December 2, 2015

SUMMARY

The primary purpose of the Income Tax Administrator is to perform and coordinate various Fiscal functions for the residents and business owners in the City of Canal Fulton, which includes preparing and auditing tax returns, verifying taxpayer information and collecting current and delinquent tax payments. Also, this position is responsible for locating new homeowners, renters, and businesses to ensure awareness of the City tax. Finally, the position is required to perform general clerical duties.

DUTIES AND RESPONSIBILITIES

Performs and manages a variety of fiscal duties.

- A. Prepares any and all residents' tax returns and other forms necessary
 1. Audits all tax returns submitted to the department
 2. Makes changes as necessary and advises taxpayer of error via letter
 3. Files all taxpayer information in their individual files.
 4. Posts all address changes, payments and tax returns as needed
 5. Maintains records of active, inactive, resident, and non-resident accounts.
- B. Reconciles withholding accounts and enters all W-2's attached.
 1. Follows up on all delinquent accounts.
- C. Prepares 1099's and submits to taxpayer and Internal Revenue Service.
- D. Prepares reports for requested refunds. Prepares, issues and mails all refund checks.
- E. Acts as a collection agent on all delinquent accounts.
 1. Types follow-up letters and notifies monthly accounts if remittance is not received.
 2. Prepares payment plans for delinquent taxpayers.
 3. Prepares data and reports with regard to delinquent taxpayer accounts. Work with Attorney's office in filing Judgments.
 4. Will be required to make Court appearances as necessary.
 5. Compiles and prepares letters, notices and subpoenas in regards to delinquent tax filers.
 6. Prepares reports and other information required to file criminal charges against delinquent tax filers with Massillon Prosecutors Office.
 7. Prepares Bankruptcy Proof of Claim forms as needed.
- F. Attends meetings and seminars.
- G. Keeps abreast of all current legislation with City and State.

Performs tasks to solicit and collect information.

- A. Notifies residents and business owners of Canal Fulton Income Tax obligations
 1. Researches numerous sources to obtain information on new homeowners,

renters, and businesses.

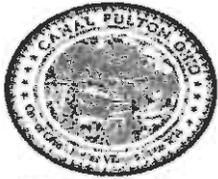
2. Contacts owners of rental property, homes, and businesses to acquire information.

- B. Requests completion of questionnaire to gather information in establishing and entering new accounts.

Performs general clerical duties.

- A. Answers phone calls concerning tax questions.
- B. Processes outgoing mail and delivered mail.
 1. Responds to mail received accordingly.
- C. Transports funds collected to bank for deposit.
- D. Fills out purchase requisitions for expenditures under \$500.00 and orders all supplies necessary for tax department.
- E. Prepares various reports and correspondence
 1. Prepares monthly, quarterly and yearly reports
 2. Prepares monthly and quarterly billings
 3. Prepares yearly reconciliations
 4. Prepares Statistical Reports for Finance Director
- F. Oversees annual inventory (e.g., office equipment, office furniture)
- G. Maintain specific machines in department.
- H. Performs all filing tasks for department.

Performs miscellaneous duties as required or requested.



City of Canal Fulton

Application for Employment

Thank you for your interest in applying for a job with our City. Because of our commitment to offering the highest possible satisfaction to our residents, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the City and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status or veteran status, or handicap or disability.

Date of Application _____

PERSONAL INFORMATION

Name: _____
Last Name
First Name
Middle Initial

Address: _____
Street

_____ City State Zip Code

Telephone: _____ Email Address: _____

If you are under 18 years of age, do you have a work permit? Yes ___ No ___

If you have ever worked under another name, please identify: _____

YOUR JOB INTERESTS

Position Desired: _____ Date you can start work: _____

What starting salary or wage do you expect: \$ _____/hr \$ _____/wk \$ _____/month

Are you available for full-time work? Yes ___ No ___ Are you available for part-time work? Yes ___ No ___

Are you willing to work any shift? Yes ___ No ___

Are there any days of the week when you would not be available to work? Please specify: _____

How did you learn of this job opening? _____

Have you ever worked for the City before? Yes ___ No ___

When? _____ Who was your supervisor? _____

Why did you leave? _____

Do you know anyone who works here? Yes ___ No ___ Who? _____

YOUR EDUCATION AND TRAINING

Please circle highest grade completed:	Name/Location of School	Did you Graduate?	Subjects Studied
Grade School (1 2 3 4 5 6 7 8)			
High School (9 10 11 12)			
College (1 2 3 4 5)			
Trade/Tech (1 2 3 4)			

What was the last school you attended? _____

What extracurricular activities did you participate in, or special skills did you acquire, at the above-circled schools(s) which might be helpful for the job in which you are applying? _____

YOUR WORK EXPERIENCE

Beginning with your present or more recent employer, describe your employment experiences below:

Are you presently employed? Yes ___ No ___

Are you on layoff and subject to recall? Yes ___ No ___ If yes, to where? _____

1. Present or Last Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

May we contact your present employer at this time: Yes ___ No ___

If "No," please explain: _____

2. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

3. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

4. Next Previous Employer: _____

Address: _____

5. Next Previous Employer: _____

Address: _____

PERSONAL INFORMATION

Do you have, or have you applied for, the legal right to remain permanently and work in the United States?

Yes ___ No ___

Have you ever been discharged or asked to resign by an employer? Yes ___ No ___ If yes, explain: _____

A record of criminal conviction will not necessarily be a bar to employment, since the City will consider factors such as age, time of the offense, and nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes ___ No ___

If your answer is yes, please explain: _____

Please complete this section if the job for which you are applying might require you to drive City vehicles.

Do you have a valid driver's license? Yes ___ No ___ License No. and state: _____

Have you had any accidents in the last five years? Yes ___ No ___ If yes, please give details: _____

Has your driver's license ever been suspended, revoked, denied or cancelled? Yes ___ No ___

If yes, please explain: _____

Application for Employment

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YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever been in the United States Armed Services? Yes ___ No ___

What branch? _____

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

YOUR REFERENCES

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

List the names of any professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives:

1. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read, understand and agree to each of the following statements:

All the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known by the City, would affect my application unfavorably.

If I am hired by the City, and if the City discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.

The employment application will be considered active for ninety (90) days from the date below. If I want to be considered for a job with the City after this period of time, I must fill out another application.

If offered a position, I agree to submit to post-offer pre-employment testing for drugs or alcohol prior to beginning work with the City and understand that a positive test will form the basis for rescission of any job offer. I understand that if I am employed by the City, I may be required, when job related and consistent with the City's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with the City, I agree to abide by all the City's rules and regulations.

Application for Employment

I understand that nothing in this employment creates a contract of employment between me and the City. If I am hired by the City, my employment and compensation are "at will," which means that my employment can be terminated, either by the City or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing,

which is not an at-will agreement. Only the City Manager has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the City or its designated agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the City's business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

In the event of my personal indebtedness to the City, I authorize the City to withhold from my wages such amounts as permitted by law to satisfy my obligation to the City.

I give the City my permission to conduct any investigation regarding the information contained in my employment application, which the City thinks is necessary to determine my qualifications for assuming a job with the City. I give the City my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the City whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.

Date

Signature