

# Position Description

## Revenue Officer (Rates Valuations)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** January 2019

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

|  |                |
|--|----------------|
| Assessed entry level of position within salary system: | Band 2 Level 2 |
|--|----------------|

|  |                           |
|--|---------------------------|
| Position limit within salary system:<br>(20 Grade structure) | Grade 8 – Entry to Step 4 |
|--|---------------------------|

|                     |           |
|---------------------|-----------|
| Status of position: | Permanent |
|---------------------|-----------|

|                              |    |
|------------------------------|----|
| Hours of work per fortnight: | 70 |
|------------------------------|----|

### Organisational relationships

|              |                          |
|--------------|--------------------------|
| Directorate: | Corporate and Governance |
|--------------|--------------------------|

|          |                    |
|----------|--------------------|
| Section: | Finance and Supply |
|----------|--------------------|

|       |         |
|-------|---------|
| Team: | Revenue |
|-------|---------|

|            |         |
|------------|---------|
| Work base: | Grafton |
|------------|---------|

|                          |                     |
|--------------------------|---------------------|
| Position responsible to: | Revenue Coordinator |
|--------------------------|---------------------|

|                                   |          |
|-----------------------------------|----------|
| Level of support and supervision: | Moderate |
|-----------------------------------|----------|

|                              |      |
|------------------------------|------|
| Level of personal management | High |
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|                             |      |
|-----------------------------|------|
| Level of teamwork required: | High |
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|                       |     |
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| Supervision of staff: | N/A |
|-----------------------|-----|

|                    |                       |
|--------------------|-----------------------|
| Internal contacts: | Most Council Sections |
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|                    |   |
|--------------------|---|
| External contacts: | Contact with the public, Valuer General, Department of Lands, Australia Post, Telstra, high level contact with ratepayers |
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## Vision, mission and values

|                     |   |
|---------------------|---|
| <b>Our vision:</b>  | To make the Clarence Valley a community full of opportunity   |
| <b>Our mission:</b> | To plan and deliver services valued by the community  |
| <b>Our values:</b>  | the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community |



## Our Values and Behaviours

| Safe  |                                 |
|---|---------------------------------|
| We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.                               |                                 |
| Acceptable  | Unacceptable                    |
| I am aware of hazards   | I take shortcuts                |
| I promote a safe culture  | I ignore safety                 |
| I look out for others   | I do not communicate            |
| Teamwork  |                                 |
| We will work together as one council towards shared goals and for the greater good of the community.                                  |                                 |
| Acceptable  | Unacceptable                    |
| I share the load  | I undermine others              |
| I communicate with others   | I act in isolation              |
| I value people's strengths  | "What's in it for me?"          |
| Respect   |                                 |
| We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.                        |                                 |
| Acceptable  | Unacceptable                    |
| I am inclusive  | I am a bully                    |
| I value the skills and opinions of others   | I am aggressive                 |
| I listen actively   | I am a gossip                   |
| Integrity   |                                 |
| We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence. |                                 |
| Acceptable  | Unacceptable                    |
| I am honest   | I lie and conceal               |
| I work ethically and lead by example  | I act corruptly                 |
| I am responsible for my actions   | I undermine others              |
| Value   |                                 |
| We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.                      |                                 |
| Acceptable  | Unacceptable                    |
| I always look for improvements  | I misuse Council resources      |
| I work efficiently  | I'm a bludger                   |
| I learn from my mistakes  | I don't respect the environment |
| Engagement  |                                 |
| We will engage with our staff and community to inform our decision making, and create awareness of our activities.                    |                                 |
| Acceptable  | Unacceptable                    |
| I communicate in a clear and timely manner  | I deliberately misinform (lie)  |
| I am the face of Council  | I don't value consultation      |
| I value all our customers' needs  | I ignore communication          |

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

### Purpose of the position

Assist the Revenue Coordinator with the issue of Council's Rates and Charges Notices and all subsequent instalment and reminder notices and with maintaining property and rating information held on Council's master file.

Ensure the recording of valuation changes to Council's rating files as received from the Valuer General's Department.

Assist all Revenue staff to ensure the section functions efficiently and provides a high level of service to management, community and staff.

### Major duties and responsibilities

Maintain, control and reconcile Council's Rates Ledger on a monthly basis to ensure it remains in balance with Council's general ledger, and at year end to allow preparation of annual financial statements.

Assist the Revenue Coordinator with the issue of Council's Annual/Quarterly Rates & Water Billing Notices.

Prepare and issue of supplementary Rate Notices.

Assist with the preparation of Council's annual Revenue Policy.

Provide reports and statistical returns on all aspects of position to the Revenue Coordinator, including monthly output measures for the position.

Process valuation and description amendments from the Valuer General's Department and land parcel description amendments as advised from the Department of Lands.

Assist the Revenue Coordinator with the development of Rates, Water and annual charges financial models.

Process all land and strata subdivisions/consolidations and ensure valuation details are provided by the Valuer General's Department.

Reconcile valuation controls on a weekly basis in accordance with amendments provided by the Valuer General's Department, including revaluations.

Assist the Revenue Coordinator to develop Rating structure options for management and Council to consider when property revaluations occur.

Maintain information held on Council's Property Information File.

Provide oversight for the issue of Section 603 Certificates and Special Water Meter Reading Certificates.

Process and record Permissive Occupancies and Crown Land Leases.

Assess applications for Postponed Rates and reconcile to rate controls.

### Major duties and responsibilities

Review and inspect properties to determine the appropriate rating category and maintain Council's property files

Assist all Revenue staff as required to ensure the section functions efficiently and provides a high level of service to management, community and staff.

Process refund payments and transfers for overpaid rates/sundry charges/water accounts as required.

Assist with the Debt Recovery processes of the Revenue Team.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

TAFE qualifications in Accounting or a related discipline; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current Drivers Licence

#### Experience

Demonstrated experience in an accounting or finance related position

#### Position related skills

Sound computer literacy including Basic proficiency in Microsoft Word and Excel, and email and Internet programs

Ability to understand, interpret and implement legislative requirements of the position

Demonstrated well developed written, verbal and interpersonal communication skills, including the ability to liaise with challenging customers

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Tertiary qualifications in Accounting

#### Experience

Demonstrated experience in Local Government Rating

Demonstrated experience in Rating Categorisation and Valuations

#### Position related skills

Intermediate proficiency in Microsoft Word and Excel

**Other features of this position may include**

Not applicable

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position  
based on this Position Description.

Signed: ..... Date .....  
*Employee*