BOARD OF ASSESSMENT APPEALS
OF MIFFLIN COUNTY

20 North Wayne Street
Lewistown, PA 17044

Phone: 717-248-5783
Fax: 717-242-5465
Hours: M-F 8:00 a.m. - 4:00 p.m.

COMMISSIONERS
Robert P. Postal
Kevin P. Kodish
Noah D. Wise

DIRECTOR
Merry A. Bratton, CPE
mbratton@mifflincountypa.gov

SOLICITOR
BMZ Law

JOB POSTING

Office:	Mifflin County Tax Services Department
Position:	Tax Services Clerk
Pay Grade:	5 ($20.11/hr)
Duties:	Attached
Posted:	August 25, 2026

Deadline for Applications: September 9, 2026

Employees who wish to apply for the vacancy shall indicate in writing and submit to the Commissioners' Office or Tax Services Department by the deadline listed above.

All others, please submit a resume and application to either of the offices listed above.

Mifflin County
Position Description

Position Title: Tax Services Clerk

Department: Tax Services

Date: March 16, 2023

Reports **to:** Director of Tax Services

Purpose of Position

The purpose of this position is to provide general tax claim and assessment information to the public and maintain records for various tax claim and assessment programs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Calculates, collects and records tax claim payments and payment agreements, assists with daily reporting processes.

Maintains Per Capita tax data base processing and notification processes, assists with tax billing process.

Utilizes CAMA system to update property records and provide information to the public. Sorts and processes office mail.

Provides information and assistance to the general public regarding tax claim and assessment programs.

Answers telephone, takes messages, provides assistance, and direct calls.

Provides general secretarial support; type letters and reports, maintains quarterly billing for computer service fees.

Attends and participates in various tax sales, meetings and educational seminars, as required.

Have knowledge of all services that this office supplies so as to answer questions and / or direct customer to the appropriate Staff person that can answer the questions.

Minimum Training and Experience Required to Perform Essential Job Functions

High school graduate with one to two years office experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Proficient in word processing and general data entry software, as well as spreadsheets.

Experience in handling large sums of money.

Minimum Physical Abilities and Mental Required to Perform Essential Job Functions

Physical Requirements

Ability to operate a variety of office equipment including, computer, calculator, typewriter, telephone, etc.

Mathematical Ability

Ability to accurately count large sums of cash in different denominations and prepare a monetary deposit.

Ability to add, subtract, multiply, divide and related math functions.

Language Ability and Interpersonal Communication

Ability to comprehend a variety of documents including governmental guidelines, deeds, property record cards, cadastral maps and various assessment documents.

Ability to use prescribed formats and conforming to all rules of punctuation, grammar, diction and style.

Ability to record and deliver information, explain procedures, and follow instructions.

Ability to effectively communicate verbally and in writing with general public.

Environmental Adaptability

Ability to work effectively in an office, computer and Internet environment.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.