

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 11/15/01

TAX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position in the Department of Finance. The incumbent is responsible for the accurate recording of tax map numbers and clerical duties associated with tax map numbers and research. The work is performed under the direct supervision of the Tax Abstractor or Real Property Administrative Officer. Supervision over others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Answers telephone and directs calls to appropriate individuals and disseminates tax information and property data;
Assists in conducting searches of ten years of tax records;
Provides receipts for tax payments received through the mail or in person using a computerized receipting system;
Reconciles and verifies daily cash drawer and prepares daily reports;
Compiles reports of delinquencies or redemptions and maintains list of paid properties;
Compiles and maintains billing and accounts receivables;
Opens and process mail per established procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; Good knowledge of modern methods and procedures used in reviewing accounts and records; ability to perform research on records; ability to operate a computer; ability to understand and carry out oral and written instructions; ability to write legibly; good judgment; clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; **OR**
- (B) Graduation from high school or possession of a New York State high school equivalency diploma **AND** two (2) years of clerical experience, one (1) of which must have been in collections, receivable billing and collection, tax preparation, establishing tax rates or property tax data, auditing tax records, abstracting, real-estate foreclosures, liquidation proceedings, or real estate law.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.