

PROPERTY TAX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work requiring a high degree of accuracy. The work requires the exercise of independent judgement in the application of procedures to specific situations as well as an understanding of department policies. The work is performed under the general supervision of the Real Property Tax Director. Guidance is provided to local municipalities when dealing with property tax matters. A Property Tax Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains escrow account balances and bank codes for financial institution and tax collectors;
- Confers with assessors regarding missing or incomplete data on Assessment Change Notices;
- Prepares tax and assessment rolls for delivery to local assessor, tax collectors, and County offices;
- Receives, verifies, edits, and enters Assessment Change Notices to the assessment master file;
- Records assessment changes in localities field book;
- Processes, sorts, indexes, records, and files a variety of control records and reports associated with real property assessments and transactions;
- Provides consultation to property owners and assessors regarding real property tax issues;
- Participates and provides assistance to the Real Property Tax Director in the preparation of assessments and map booklets of parcels for public auction;
- Researches tax records for payment information for preparing correction of errors and prepares correction of error forms;
- Performs duties and responsibilities of position using an electronic data processing system to process, record, and report property tax data.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of real property tax laws which relate to the work; good knowledge of modern methods used in keeping financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to follow oral and written directions; a high degree of accuracy in dealing with figures; ability to secure the cooperation of others; clerical aptitude; good judgement; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of experience involving real property tax assessment, tax collection, title searching, or closely related experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/14/00