

## SENIOR 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 with leeway allowed for exercise of independent judgement in carrying out the details of the work. Direct Supervision of subordinate employees is not a requirement of this position. Guidance is provided to local municipalities when dealing with property tax matters. A Senior Property Tax Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- 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;
- Ensures that all changes sent to the master file have been run and agree with the assessors change notices;
- 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;
- Coordinates the entry of assessment rolls, tax bills, and related records on electronic media;
- [Explains to assessors the operation of the data processing system and its relation to assessment records such as ARLM, Data Management \(ICS\), and Valuation;](#)
- [Computes and records all omitted taxes;](#)
- [Verifies and enters the levy, omitted taxes, special districts, and others, for the creation of all tax bills;](#)
- Researches tax records for payment information for preparing correction of errors and prepares correction of error forms;
- Assists assessors in filing annual reports, filling out periodic reports;
- 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: Thorough knowledge of real property tax laws which relate to the work; thorough 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~~<sup>four</sup> years of experience involving real property tax assessment, tax collection, title searching, or closely related experience.

Adopted: 12/16/04