

## TAX MAP CLERK TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves clerical tasks related to the maintenance of real property tax records in Cattaraugus County. Duties are performed under the general supervision of the Director of Real Property Tax Services with some allowance made for the use of independent judgment in carrying out the details of the work. A Tax Map Clerk Typist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Maintains property records, prepares, and types index cards;
- Collects, compiles, and types statistics, and other related information;
- Types, processes, checks, codes, and files requisitions, claims, vouchers, bills, and receipts;
- Conducts routine correspondence on matters where policies and procedures are well defined;
- Reads deeds and other recorded instruments to check for accuracy;
- Types, processes, indexes, sorts, records, and files a variety of control records and reports including cross reference index;
- Types records and reports and checks for clerical accuracy, completeness, and proper extension;
- Checks files to verify ownership of properties;
- Acts as receptionist and gives out routine information pertaining to deeds and tax maps;
- Makes blueprints and mylar copies of maps;
- Types material from copy and rough draft.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office procedures and equipment; good knowledge of business arithmetic and English; ability to type accurately at an acceptable rate; ability to understand and carryout oral and written directions; ability to understand and interpret property tax information and explain it to the public; clerical aptitude; courtesy toward the public; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school and one (1) year of clerical experience;

OR

B. Two (2) years of clerical experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 9/25/91