

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work of moderate difficulty involving responsibility for a high degree of accuracy in the receipt and recording of real property taxes, school taxes and other special assessments. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined policies and procedures; detailed instructions are provided for new or unusual assignments. This position differs from Tax Clerk II by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described*

Receives taxes over the counter, through the mail and by credit card processing;

Computes interest and charges for delinquent taxes or partial tax payments after referring to appropriate chart or other written instructions;

Records collections and maintains accurate, permanent records of tax collections and payments;

Balances daily receipts;

Reviews and processes work orders, affidavits, and resolutions regarding tax assessment, bills and referendum;

Searches tax records for payment information upon request;

Prepares and files Certificates of Withdrawal, Reinstatement and Redemption as well as Certificates of Residence;

Conducts routine correspondence;

Assists taxpayers, title searchers and other professionals with current and delinquent tax

information as well as other routine questions;

Prepares lists for bulk mailings for foreclosure notices and other general mailings,

Forwards tax roll changes, including address changes and other pertinent tax information, to  
Town Assessors and School Tax Collectors;

Prepares detailed annual reports on new installment contracts for the County Treasurer;

Processes FOIL requests;

Posts tax fees, installment payments, search fees, interest and bad check fees to Tax System  
and General Ledger Accounts;

May prepare other pertinent documents when requested by the Public who visit the Treasurer's  
Office;

Prepares lists of parcels for public auction and lists of successful bidders;

Operate a personal computer using standard word processing and spreadsheet applications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of business arithmetic and business English; Working knowledge of property tax laws and rules and regulations relating to property taxes; working knowledge of assessment practices; working knowledge of office terminology, procedures and equipment; working knowledge of methods used in maintaining financial records and accounts; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to understand and follow detailed oral and written directions; accuracy in dealing with figures; ability to deal effectively with the public; integrity; tact and courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience, which shall have included at least one year of typing or data entry; or
- (B) Four (4) years of clerical experience, including one year of typing or data entry; or
- (C) An equivalent combination of training and experience as described above.