

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work involving responsibility for a high degree of accuracy in the receipt and recording of real property taxes, school taxes and other special assessments. Tax Clerk II should be able to utilize independent judgment and have knowledge of rules and procedures. Work is performed under general supervision in accordance with prescribed policies and procedures.

**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*

Processes and reconciles substantial monies received on a daily basis, recording collections  
and maintaining accurate, permanent records of tax collections and payments;

Provides consultation to property owners and assessors;

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

Reviews and checks account-keeping records and reports for arithmetical and clerical  
accuracy;

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

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

Instructs public on how Town and School Websites work;

May direct questions to other governmental agencies regarding sales tax, income tax, business  
tax and non-property tax inquiries;

Researches tax records and assists taxpayers, title searchers and other professional with current and

delinquent tax information as well as general information;

Makes entries in general ledgers and journals and reconciles revenue received from a variety of original entry media, including tax and installment payments, search fees, interest and bad check fees, etc.;

Oversees the filing and notification of Bankruptcy or Foreclosure information in accordance with Real Property Tax Law;

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

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

Processes FOIL Requests;

Compiles and prepares a variety of financial records and reports, as required;

Operates a personal computer using standard word processing and spreadsheet applications;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of property tax laws and rules and regulations relating to property taxes; good knowledge of office terminology, procedures and equipment; good knowledge of methods used in maintaining financial records and accounts; good knowledge of assessment practices; good knowledge of business arithmetic and English; 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; a high degree of accuracy in dealing with figures; ability to provide leadership, direction to

subordinate employees; ability to deal effectively with the public; accuracy; integrity; tact and courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, which shall have involved at least one year of typing or data entry; or
- (B) Five (5) years of clerical experience, including one year of typing or data entry; or
- (C) An equivalent combination of training and experience as described above.

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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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