

TAX CLERK III

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important, confidential account keeping work involving responsibility for the frequent exercise of independent judgment and interpretation of the New York State Real Property Tax Law. The incumbent will have direct contact with the taxpaying public. The incumbent must have knowledge of the various programs available to real property taxpayers. This position differs from that of a Tax Clerk I and Tax Clerk II by virtue of the complexity of the work performed. The work is performed under general supervision of the County Treasurer and in accordance with outlined objectives, policies and detailed procedures. Incumbent will train, evaluate and provide leadership and direction to Tax Clerk I and II.

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;

Balances Public Account on a monthly basis with bank statements and cash account;

Calculates and accurately prepares deposits for the Public Auction Account;

Enters Tax Payers into the Installment Agreement Program, explaining the program and

assisting tax payers in filling out installment applications;

Calculates down payment amounts and monthly installments for Installment Agreement

Program;

Posts tax fees, installment payments, search fees, interest and bad check fees to Tax System

and General Ledger Accounts;

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Prepares and files Proof of Claims for Bankruptcy Court;

Provides leadership and direction to subordinate employees;

Handles complaints, suggests solutions to problems and generates correspondence;

Develops, revises and implements approved work procedures and methods designed to increase
tax revenues;

Assists superiors in the preparation of budget information, collection of data, and compiling of
statistics;

Interprets and implements applicable sections of New York State Real Property Tax Law with
respect to enforcement;

Refers taxpayers to appropriate agencies, departments, or governmental officials for tax related
assistance;

Compiles, prepares and analyzes complex records and reports;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of enforcement methods under New York State Real Property Tax Law; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; thorough knowledge of available real property tax payment plans; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to provide leadership, direction to subordinate employees; ability to secure

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the cooperation of others; ability to deal effectively with the public; ability to comprehend and function within departmental policies, and regulations; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to interpret and apply the terms and conditions of local laws; good judgment in solving account-keeping problems; a high degree of accuracy, initiative and resourcefulness; tact; and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in business administration, accounting, or a closely related subject and one (1) year experience in maintaining or checking financial records or reports; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates' Degree in business administration, accounting or a closely related subject and three (3) years experience in maintaining or checking financial records or reports; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in maintaining or checking financial records or reports; or
- (D) An equivalent combination of experience and training as defined by the limits of (A), (B) or (C) above.

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Created: 10/21/09

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Removed from Draft and placed in Classplan on 7/22/09

Revised and Replaced in Classplan: 3/30/2023

