

Jurisdictional Class: Competitive
Adopted: January 1, 2007
Revised: September 20, 2018

SENIOR TAX CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is difficult and complex clerical work involving responsibility for independently performing and/or supervising varied financial account and record keeping tasks. The work requires a detailed understanding and ability to interpret specific laws, i.e. Real Property Tax Law and/or New York State Uniform System of Accounts, office rules, procedures, and policies as well as the necessity to read and understand basic terms, documents, and forms related to real property and taxes. The incumbent is responsible for the collection, receipt, and processing of taxes and fees and in assisting customers with tax-related questions. Must have ability to solve unusual problems or situations with limited supervision, the ability to understand and perform the preliminary functions of fund accounting, and the ability to type accurately at a satisfactory rate of speed. This position interacts with departments, taxpayers, and outside agencies. Immediate supervision may be exercised over the work of one or more clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes and reconciles substantial monies in the thousands of dollars received on a daily basis while dealing with the public;
May oversee and provide assistance/training for Town and School tax collectors for collection and distribution of tax monies based upon Real Property Tax Law;
Understands and interprets Real Property Tax Law as required for tax collection;
Plans, reviews, prepares and services legal documentation for foreclosure according to Real Property Tax Law, i.e.: notices, review of title searches, certified mailing, legal advertisements, legal filings, auctions, lawsuits, etc.;
Takes tax search orders and prepares tax searches and traces and verifies taxes paid on any split or merged parcels;
Maintains and upgrades computerized tax collection program;
Compiles, prepares, and analyses a variety of complex financial and statistical records and reports;
Interprets and implements Payment in Lieu of Tax (PILOT) agreements with regards to billing, disbursements, and preparation of annual audit information for Industrial Development Corporation;
Oversees the filing and notification of Bankruptcy information in accordance with Real Property Tax Law;
Computes and processes all Correction of Errors, Application for Refund, Court Orders, and apportionments as needed per Real Property Tax Law;
Assists in the audit of varied general ledger accounts and preparation of reports;
Types and prepares correspondence in connection with financial matters;
Responsible for preparation and timely distribution of tax information;
Issues receipts for monies received;
Oversees weekly processing of Accounts Payable checks and/or cash received;
Reviews and checks account-keeping records and reports for arithmetical and clerical accuracy, completeness, and proper extension;
May supervise the work of clerical personnel;
Has charge of posting to journal or ledger from a variety of original entry media;
Reconciles ledgers of revenue received with various accounts and bank statements involving millions of dollars.
Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators and other Office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures employed in calculating and verifying tax accounts and records;

Good knowledge of tax laws and regulations;

Good knowledge of modern methods used in maintaining financial accounts and records;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of business English;

Ability to read and understand terms, documents, and legal forms related to real property taxes;

Ability to understand and carry out oral and written directions;

Ability to type accurately at a satisfactory rate of speed;

Ability to plan and supervise work of others;

Ability to make arithmetic computations rapidly and accurately;

Ability to write legibly;

Ability to get along well with others;

Clerical aptitude;

High degree of accuracy.

MINIMUM QUALIFICATIONS: Either:

(a) One hundred and twenty (120) credit hours from a regionally accredited or New York State registered college or university with at least fifteen (15) semester credit hours in accounting, business administration, finance, law or economics and one (1) year of experience in maintaining financial accounts and accounting records, and proof of typing ability*; or

(b) Sixty (60) credit hours from a regionally accredited or New York State registered college or university with at least fifteen (15) semester credit hours in accounting, business administration, finance, law or economics and three (3) years of experience in maintaining financial accounts and accounting records, and proof of typing ability*; or

(c) An equivalent combination of training and/or experience as defined by the limits of (a) and (b) above.

*Proof of typing ability: Work experience must include typing, or

A course in typing, computer, or data entry (high school, trade school or college), or

Acceptable typing waiver showing ability to type a minimum of 35 wpm