

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 09/09/13

TAX ABSTRACT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the analyses of data and reports of delinquent tax, sales, and foreclosures. The incumbent will act as liaison between the Finance Department, property owners, various private and local agencies in the collections of delinquent taxes. The work is performed under the general supervision of the Real Property Administrative Officer. Supervision is exercised over the work of Delinquent Tax Clerks and Tax Clerks. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Analyzes and interprets various property data found on computerized system for accuracy and statistics;
Contacts property owners to collect delinquent tax;
Makes arrangement for payments and makes referrals to other agencies when appropriate;
Generates pro-rated tax bills for Town/County/Village/School new property owners;
Researches abnormalities found with list of creditors, lien holders, or mortgages;
Prepares forms for distribution to appropriate officials and legislative body;
Reconciles, balances daily receipts and prepares daily reports;
Answers telephone and directs calls to appropriate individuals and disseminates tax information and property data;
Prepares monthly reports;
Conducts searches to prepare delinquent tax schedules and lists;
Provides receipts for tax payments received through the mail or in person using a computerized receipting system;
Compiles reports of delinquencies or redemptions and maintains list of paid properties;
Compiles and maintains billing and accounts receivables;
Supervises clerical staff in daily work flow and performance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; Thorough knowledge of modern methods and procedures used in reviewing accounts and records; ability to perform research on records; ability to operate a computer; ability to understand and carry out oral and written instructions; ability to write legibly; good judgment; clerical aptitude.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics, Computer Science, or related field **AND** one (1) year of experience in: collections, receivable billing and collection, tax preparation, establishing tax rates or maintaining property tax data, auditing and/or preparing legal records, structuring systems pertaining to legal records, abstracting, real estate sales or foreclosures, mortgage proceedings, searching, organizing, maintaining legal or real estate records; or real estate law; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Accounting, Business Administration, Economics, Computer Science, or related field **AND** three (3) years of experience in: collections, receivable billing and collection, tax preparation, establishing tax rates or maintaining property tax data, auditing and/or preparing legal records, structuring systems pertaining to legal records, abstracting, real estate sales or foreclosures, mortgage proceedings, searching, organizing, maintaining legal or real estate records; or real estate law; **OR**
- (C) Graduation from high school or possession of a New York State high school equivalency diploma **AND** five (5) years of experience in: collections, receivable billing and collection, tax preparation, establishing tax rates or maintaining property tax data, auditing and/or preparing legal records, structuring systems pertaining to legal records, abstracting, real estate sales or foreclosures, mortgage proceedings, searching, organizing, maintaining legal or real estate records; or real estate law.

NOTE: Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 11/15/01
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