

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 12/06/2017

## **TAX CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level position in the Department of Finance. The incumbent is responsible for the accurate recording of tax map numbers and clerical duties associated with tax map numbers and research. The work is performed under the direct supervision of the Tax Abstractor or Real Property Administrative Officer. Supervision over others is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Answers telephone and directs calls to appropriate individuals and disseminates tax information and property data;  
Assists in conducting searches of ten years of tax records;  
Provides receipts for tax payments received through the mail or in person using a computerized receipting system;  
Reconciles and verifies daily cash drawer and prepares daily reports;  
Compiles reports of delinquencies or redemptions and maintains list of paid properties;  
Compiles and maintains billing and accounts receivables;  
Opens and process mail per established procedures;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment;  
Good 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.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND one (1) year experience handling cash payments and speaking to customers by phone.

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

Adopted: 11/15/2001  
Revised: 12/06/2017