

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 05/07/2018

DELINQUENT TAX CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the accurate maintenance and record keeping of delinquent property taxes. Performs clerical duties associated with the delinquent property taxes. The work is performed under the direct supervision of a 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)

Prepares all forms for recording of deeds;
Creates and maintains files of all records related to foreclosures, sale of properties, and tax delinquent property;
Researches returned mail for correct address of delinquent property owners;
Reviews and maintains legal records pertaining to parcels of property;
Answers telephone and directs calls to appropriate individuals and disseminates tax information and property data;
Maintains and monitors a record of receivables;
Prepares monthly reconciliation;
Conducts searches to prepare delinquent tax schedules;
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 judgement; clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience handling cash payments and speaking to customers by phone, receivable billing and collection, property tax preparation, maintaining property tax data, researching or auditing property tax records, or real estate foreclosures.

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

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Adopted: 11/15/2001
Revised: 05/07/2018