

DEPARTMENT: NIAGARA COUNTY TREASURER'S OFFICE
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 5, 2002

TAX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical position in the Niagara County Treasurer's Office. The incumbent is responsible for performing difficult record keeping, receiving cash payments, providing accurate municipal tax information and for conducting County tax searches to determine the status of County taxes and assessments against individual properties. The employee receives general supervision from the Chief Tax Clerk, who checks results for conformance with established policy. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares and processes tax searches to show status of County real estate taxes and assessments against individual properties from County tax records, plat books, maps, etc.;
2. Collaborates with tax foreclosure office, lawyers, realtors, title search companies, individual property owners and other governmental agencies;
3. Reconciles property tax records and services the general public with advice and counsel in all real estate tax matters;
4. Receives and records all types of cash payments, making proper entries and distribution of same to the daily record and issues receipts therefor;
5. Maintains accurate records of Accounts Receivable, recording all charges and credits in a timely manner, and balances all accounts periodically;
6. Computes delinquent property tax figures and receives payments, issuing the required receipts as payments made;
7. Analyzes all accounts receivable for past due property tax status and institutes tax collection procedures;
8. Has custody of and is accountable for the petty cash fund;
9. Reconciles cash drawer at the close of each day's business;
10. Prepares the daily bank deposit and ensures its accuracy and timeliness;
11. Makes cash payment to all witnesses appearing before the Grand Jury and Supreme and County Criminal Courts, checking all orders for accuracy and proper form;
12. Issues Certificates of Residence and maintains records for the Community College chargebacks;
13. When necessary, assists in the balancing of the tax rolls and payments by the Town and City Tax Collectors; in the verification of the Returned School Tax Lists; and the preparation of the annual Tax Sale list and other related works of the office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tax collection and tax recording procedure in Niagara County; good knowledge of the methods used in keeping financial accounts and records; thorough knowledge of office terminology, procedures and routines; good knowledge of business arithmetic and English; ability to understand and carry out complex verbal and written instructions; ability to get along well with others including co-workers and the public; ability to assist others in tax searching and recording; high clerical aptitude; mental alertness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** 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; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a business field **and** two (2) years of experience in the maintenance and compilation of financial records and accounts; **or**

Four (4) years of experience in the maintenance and compilation of financial records and accounts.

03/05/2002; 03/24/1993