

PROPERTY TAX CLERK  
(Treasurer's Office)

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work requiring a high degree of accuracy. The work requires the exercise of independent judgement in the application of procedures to specific situations as well as an understanding of department policies. The work is performed under the general supervision of the County Treasurer. Guidance is provided to clerical assistants when dealing with property tax matters. A Property Tax Clerk does related work as required.

TYPICAL WORK ACTIVITIES:

- Determines the disposition of delinquent tax property and secures the necessary records and/or papers for tax sale;
- Complies, checks, reviews, and prepares mailing list of real property tax foreclosure;
- Provides consultation to County Treasurer, property owners and assessors;
- Records collections and maintains accurate, permanent records of tax collections and payments;
- Coordinates and participates in the preparation of tax payment certifications, tax bills and several records used in the process of collecting taxes;
- Participates and provides guidance to assistants in the preparation of lists of parcels for public auction and of successful bidders;
- Researches tax records for payment information upon request and advises the public and professionals in tax matters;
- Acts as liaison with other municipal jurisdictions in property tax matters;
- Reviews and checks property tax records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- Processes, sorts, records and files a variety of control records and reports;
- Performs duties and responsibilities of position using an electronic data processing system to process, record and report accounting and property tax data.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of property tax laws which relate to the work; good knowledge of modern methods used in keeping financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to follow oral and written directions; a high degree of accuracy in dealing with figures; ability to secure the cooperation of others; clerical aptitude; good judgement; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either, two years of experience involving real property tax assessment, tax collection, title searching, or closely related experience, graduation from a regionally accredited, or New York State registered college with at least an associate's degree in Accounting or a closely related field.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 4/29/08; 11/20/2018