



**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

F:\Civil\Jobsp\Real Property Clerk

TITLE:	REAL PROPERTY CLERK
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	COUNTY TREASURER
ADOPTION: CSM	04/09/83
REVISED: CSM	11/17/84, 04/14/99; 10/09/02

DISTINGUISHING FEATURES OF THE CLASS:

Performs clerical work of a specialized nature in the preparation of tax delinquency notices and in the disposition of properties acquired by the municipality through tax delinquency proceedings; involving the identification of the owners of tax delinquent parcels, the preparation of delinquency notices, and the preparation and maintenance of records on the properties acquired through delinquency proceedings. The work is performed under general supervision with leeway allowed for the exercise of independent judgment in the application of prescribed rules, regulations, and procedure to routine cases. Supervision may occasionally be exercised over the work of other clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares, calculates and processes tax payments and tax delinquency notices;
- Processes, sorts, indexes, records, and files a variety of control records on tax delinquent parcels and parcels obtained by the municipality through delinquency proceedings;
- Compiles the records necessary for the auction of tax delinquent properties;
- Researches and prepares Cayuga County Treasurer's ten-year tax searches;
- Operates desk calculator, computer and other office machines as necessary;
- Uses a data-entry keyboard or micro-computer to enter and retrieve data from computer files;
- Acts as cashier; at customer counter, determining fees, taking cash payments, and recording tax payments;
- May prepare daily bank deposits and balance daily spreadsheets to money taken in since the previous deposit;
- May assist with balancing tax payment spreadsheets at the end of the month;
- Answers telephone, prepares correspondence, serves public, and disseminates information on routine departmental operations and policies relative to tax collection;
- May receive, verify and receipt departmental fees;
- Balances Trust Accounts related to tax delinquencies;
- Performs related work as necessary for the efficient administration of current and delinquent tax files.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations, and procedures relating to tax delinquency searches and sales;
Working knowledge of the Real Property Tax Law;
Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic and English;
Ability to follow oral and written instructions;
Ability to make oral reports;
Ability to write legibly;
Clerical Aptitude;
Working knowledge of computer terminology and ability to learn software programs;
Ability to organize work;
Ability to get along well with others.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State Registered two-year college or university with an Associate's Degree in business administration, public administration, accounting, or closely related field and two years of clerical experience maintaining financial accounts and/or real property records; **OR**
- (B) Graduation from High School or possession of a high school equivalency diploma and four years of clerical experience maintaining financial accounts and/or real property records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.