



**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

F:\Civil\JobSpecs\Senior Tax Clerk

TITLE:	SENIOR TAX CLERK
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	REAL PROPERTY TAX SERVICES
ADOPTION: CSM	8/12/81
REVISED: CSM	7/10/96; 10/9/02

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Real Property Tax Services Department and involves responsibility to perform specialized clerical functions of an advanced nature by maintenance of computerized records associated with real property tax related activities and maintenance of assessment records and tax rolls. This class differs from that of Tax Clerk in that employee works more independently on more complex activities and refers only difficult problems of unusual situations to a supervisor. The work is performed under general supervision of the Director of Real Property Tax Services II with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical assistants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Responds to requests from property owners and others for information regarding local assessment practices, equalization rates, assessment calendars, taxable status dates, and general questions dealing with the Real Property Tax Law;
- Aids Town Assessors in preparation of assessment rolls dealing with exemptions, property changes, or levies;
- Checks assessment rolls for accuracy and computes tax increases and decreases on particular properties based on information supplied by Town Assessors;
- Maintains and updates property exemption list information;
- Works with Town Assessors regarding errors on assessment rolls dealing with exemptions and property changes;
- Prepares summary of assessments, recap situations, and tax warrants for tax rolls;
- Computes regular and special district tax rates for each municipality in the County based on information supplied by Town Assessors;
- Reads tax maps to locate parcels, lots, and subdivisions to aid in recording unpaid taxes and sewer and water levies;
- Reviews Town Assessor annual reports, property exemption listings, and related information to ensure accuracy of data prior to reporting to the State Office of Equalization and Assessment;
- Prepares tax abstracts and warrants from information supplied by Town Assessors;
- Balances tax reports sent to the State Board of Equalization and Assessment concerning town assessments;
- Reviews town budgets, enters data in computer, calculates town tax rates and special district tax rates, and contacts town regarding budget if necessary;
- Computes mortgage tax apportionment and sales tax apportionment, enters data in computer, and calculates county tax rates using various spreadsheets;

TYPICAL WORK ACTIVITIES: (Illustrative only)-continued:

Compiles data for Director to use in preparation of detailed assessment and tax information requested by legislators and other agencies;
Prepares resolutions/corrections on tax rolls and required state forms relating to assessments and taxes;
Calculates omitted taxes using spreadsheets to balance and re-levy tax roll, delinquent village taxes, and special district taxes;
Contacts town clerks or tax collectors and school districts regarding assessments and/or taxes levied, and/or corrections to tax rolls;
Prepares payroll, personnel records, billing, and monthly audit for payment of purchases and balances receipts.

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

Good knowledge of the principles and terminology of clerical activities relating to the preparation of assessment records, tax rolls, and tax bills;
Good knowledge of the principles and techniques of maintaining and checking financial accounts and records;
Good knowledge of federal, state, and local legislation regarding preparation of assessment records;
Good knowledge of real property terminology, documents, and forms;
Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic and English;
Skill in the operation of microcomputers or mainframe terminal;
Ability to understand and follow detailed oral and written instructions;
Ability to make arithmetic calculations rapidly and accurately;
Ability to operate keyboard on a computer with a high degree of accuracy.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State Registered two year college or university with an associate's degree in accounting, business administration, public administration or closely related field AND 2 years of clerical experience involving computer processing of records; OR
- (B) Graduation from high school or possession of a high school equivalency diploma AND 4 years of clerical experience involving computer processing of records; OR
- (C) (Five) 5 years of clerical experience as outlined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.