



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Benefits and Tax Collection Associate**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 12/10/14
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The Benefits and Tax Collection Associate's primary tasks involve maintaining the insurance program for county employees and assisting with the employees' payroll processing under the direct supervision of the Payroll Systems Specialist. The Deputy County Treasurer has administrative supervision over the employee in this classification. The incumbent also works with the Real Property Clerks to process the collection of county taxes when necessary.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains and organizes employee records;
Processes insurance changes and payments for employees and retirees;
Maintains up-to-date billing records and prepares and sends bills to employees and retirees;
Collects payments and keeps an organized record of collected payments and changes;
Maintains check register and writes checks for payments;
Answers phone calls and correspondence to resolve insurance and tax collection questions or issues;
Corresponds with various insurance representatives;
Maintains records for and processes Medicare reimbursement checks;
May interpret timesheets and enter payroll information into computer system;
May enter general ledger payroll information into the computer system;
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 municipalities through delinquency proceedings;
May research and prepare Treasurer's tax searches;
May act as cashier, determine fees and process and record other payments;
Prepares bank deposits and balances daily spreadsheets to money received;
Serves the employees and the public by disseminating information on insurance and tax collection;
Performs related work as necessary for the efficient administration of insurance and tax files.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the Real Property Tax Law;
Working knowledge of modern methods used in maintaining and checking financial and payroll accounts and records, including financial and payroll computer software;
Working knowledge of office terminology, practices and procedures;
Ability to make arithmetic computations involving fractions, decimals, and percentages accurately;
Ability to analyze and organize data and to prepare records and reports;
Ability to understand and follow complex oral instructions and written directions;
Ability to give oral reports;
Ability to write legibly;
Ability to get along well with others;
Physical condition commensurate with the demands of the position.

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 in which the majority of the time was spent working with insurance benefits or maintaining financial accounts or real property records; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience in which the majority of the time was spent working with insurance benefits or maintaining financial accounts or real property records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.