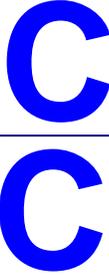




**CAYUGA
COUNTY**

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An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	DATA COLLECTOR/ACCOUNT CLERK
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	TOWNS/VILLAGES
ADOPTION: CSM	02/13/08
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

The Data Collector class involves the performance of specialized work involving responsibility for the collection and recording of data that forms the basis for the determination of assessments of real property. The work is performed under the immediate supervision of the Assessor or other official. In addition to data collector duties, the incumbent of this position also performs routine clerical work in maintaining financial accounts and records and or assists in performing more difficult and responsible phases of this work. The work is primarily of a routine nature and involves the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Data Collector:

Gathers, assembles, and records data relating to property assessment;
 Interviews taxpayers to gather data on property;
 Photographs improvements for identification;
 Measures improvements;
 May draw scale plot plans and take photographs of new and altered properties;
 Calculates square footage living area of property;
 Collects information needed for income capitalization valuation;
 Follows up on unavailable information not provided by primary visit to the property, putting information into appropriate form for data entry using the NYS Real Property Information System;
 Mails primary notice letter to property owners regarding data collected;
 May assist taxpayers with completion of forms for grievance;
 May work with Assessor to set up public meetings;
 Performs a variety of related clerical and field duties relating to property assessments.

Account Clerk:

Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
 Posts figures to appropriate accounts either manually or through a computer, verifying data entered;
 Prepares simple financial or statistical reports from data entered, including status of accounts, current balances, cash received or paid;
 Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
 Assists in maintaining labor, material and operational cost records;
 Assists in verifying and reconciling account balances according to a prescribed procedure;
 Uses a data-entry terminal keyboard or micro-computer to enter and retrieve data from computer files;
 Keys forms, form letters, transcripts, invoices, vouchers, records, payrolls, reports, letters and memoranda;

TYPICAL WORK ACTIVITIES, continued: (Illustrative only)

Helps to review and check routing account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribes code;
Compiles data from and helps in the preparation of simple financial and statistical reports;
Performs simple financial or statistical reports from data entered including status of accounts, current balances, cash received or paid;
Issues receipts for monies received;
Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
Compiles payroll data, prepares and checks payrolls;
Operates computing, calculating, check writing and other office machines;
Provides routine information orally or in writing in response to inquiries on financial records.

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

Working knowledge of office terminology, procedures, and equipment;
Working knowledge of business arithmetic and English;
Working knowledge of modern methods of keeping and reviewing financial accounts and records;
Good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data;
Working knowledge of computer terminology and ability to learn software programs;
Ability to use an alpha-numeric keyboard to enter and retrieve data from computer;
Ability to make arithmetic computations rapidly and accurately;
Ability to get along well with others;
Ability to read manuals and apply information gathered;
Ability to understand and carry out oral and written directions;
Ability to accurately measure buildings and calculate square footage;
Ability to get along well with others and to deal tactfully with the public;
Ability to prepare and maintain records and reports;
Clerical aptitude; Accuracy;
Physical condition commensurate with the demands of the position.

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 business administration, public administration, accounting, or closely related field and one (1) year of clerical experience maintaining financial accounts and/or real property records, which could include real estate, property valuation, construction cost estimating, or similar field; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience maintaining financial accounts and/or real property records, which could include real estate, property valuation, construction cost estimating, or similar field; **OR**

(C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of an appropriate Motor Vehicle Operator's License issued by the NYS Department of Motor Vehicles at time of appointment.