

## **SENIOR TAX CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized clerical work of a moderately complex nature which involves a responsibility for processing financial materials related primarily to tax delinquent properties. The work is distinguished from that of a Tax Clerk in the difficulty of assignments and the independence of judgment exercised. The work is performed under the direction of a financial administrator and work guidance may be provided to clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and maintains records of all tax delinquent properties eligible for auction;  
Posts redemptions, conveyances, sales and other information required to meet legal requirements for tax auctions;  
Researches properties prior to notice of sale of auctions by locating properties on tax maps, checking descriptions, assessed valuations and transfers of ownership in tax rolls;  
Notifies delinquent taxpayers by certified mail of county's intent to take tax deed and to schedule for auction;  
Records proof of certified mail in County Clerk's office;  
Computes taxes, interest and penalties on properties noticed for sale to determine minimum bid;  
Sends collection letters to assessed owners on property where only one year is delinquent;  
Provides clerical support to appropriate Department of Finance staff in conducting auctions by recording bids, accepting deposits, issuing receipts to successful bidders and classifying receipts to appropriate accounts after property closings;  
Assists prospective bidders in researching properties noticed for sale;  
Provides information to general public by telephone and in person relating to auction procedures;  
Maintains records and prepares statistical and other reports relating to auction procedures;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of practices and procedures used in the auction of real property\*; good knowledge of bookkeeping and recordkeeping practices applicable to municipal fiscal operations; good knowledge of business arithmetic, ability to understand and carry out moderately complex oral and written instructions; ability to establish and maintain cooperative relations with others; ability to use computer software as it relates to the clerical process of tax collection\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience, one (1) year of which included accounting\*\*, bookkeeping\*\* and/or tax recordkeeping.

**PROMOTION:** One (1) year of permanent status as a Tax Clerk.

(over)

**NOTE:**

1. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.
2. Completion of six (6) credits in basic Accounting or an approved bookkeeping course\*\* may be substituted for one year of account-keeping experience. "Adult education" or other non-credit courses are not qualifying in this context.

\*To be demonstrated during the probationary period.

\*\*Account keeping and/or bookkeeping experience shall be defined as experience which includes the recording of financial data in order to maintain an orderly presentation of financial transactions in ledger account or some comparable form. These financial transactions represent the relationship among assets, liabilities, revenue or expenses.

Examples of duties which may typify such work include reconciliation of general ledgers, capital funds, etc., posting accounts payable, accounts receivable, receipts, purchases, etc., preparation of trial balances, tax report preparation.