

TAX ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for performing a variety of activities pertaining to the collection of installment and delinquent taxes. The work is performed under the supervision of a financial manager or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes payments of installment and delinquent taxes;
Reviews court-ordered certiorari decisions and makes tax calculations, as appropriate;
Responds to taxpayer questions and resolves complaints, in accordance with policies and procedures;
Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail and database software in completing work assignments (e.g. enters data);
Maintains records for county-owned properties;
Prepares and reconciles weekly tax updates;
Collects and records school and village taxes;
Prepares basic reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic; good knowledge of recordkeeping practices applicable to municipal fiscal operations; working knowledge of County procedures regarding tax delinquent properties*; ability to prepare basic reports; ability to understand and carry out moderately complex oral and written instructions; ability to establish and maintain cooperative working relationships with others; ability to use computer applications relative to the tax collection function*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical or business experience, at least one year of which included working in a municipal tax or finance office in support of a tax or finance function.

NOTES:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) may be substituted for two (2) years of the required general experience.
2. A Bachelor's degree in Business Administration, Finance, Accounting, or comparable curriculum, shall be deemed fully qualifying.

*To be demonstrated during the probationary period.