

TAX CLERK

DISTINGUISHED FEATURES OF THE CLASS: This is specialized account keeping clerical work involving a responsibility for the routine processing of financial material related primarily to tax delinquent properties. The work involves examination, evaluation and computation of data in order to insure accuracy and compliance with established criteria. The work is performed in accordance with prescribed procedures and direct supervision is received from a financial administrator or higher level account keeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers telephone and in-person inquiries regarding tax matters;
Advises taxpayers of balances due;
Receives and records tax payments;
Provides routine explanations to the public regarding Installment Agreements;
Prepares Installment Agreements in accordance with established procedures;
Enters data into computer;
Collects monthly tax payments;
Computes amounts owed for final payment of existing contracts;
Processes payments received for contracts using established procedures and relevant software;
May assist with a variety of clerical duties in the Department of Finance as required;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic; working knowledge of bookkeeping and record keeping practices; working knowledge of county procedures regarding tax delinquent properties*; ability to prepare basic financial reports; ability to understand and carry out oral and written instructions; 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 one (1) year of clerical experience which included account keeping**, bookkeeping** and/or tax recordkeeping.

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 the one (1) 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 balance; tax report preparation.