

PRINCIPAL TAX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for performing and overseeing tax-related clerical functions pertaining to the collection of property taxes. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and assists in the verification, invoicing and recovery of overdue taxes;
Provides work guidance to lower-level staff to ensure compliance with tax processing procedures;
Provides information to title companies and attorneys conducting tax searches;
Prepares publication schedules for tax sales and redemption notices;
Guides and assists taxpayers with their property taxes, educating them about their rights and responsibilities;
Prepares various aspects of installment payment contracts and may address and resolve issues and concerns;
Calculates the remaining balances due for existing installment agreements;
Maintains daily records and secures all received cash payments;
Reconciles and processes all checks, cash and money orders;
Enters information into software system related to the tax collection process;
Prepares a variety of tax reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business practices, procedures and terminology relative to the tax collection function; good knowledge of legal terminology and procedures applicable to the tax collection function; ability to maintain a variety of tax related records; ability to communicate effectively, both orally and in writing; ability to interpret and carry out complex oral and written instructions; ability to prepare correspondence and reports; ability to use computer software as it relates to tax collection functions and processes*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience, two (2) years of which included account keeping**, bookkeeping** and/or tax recordkeeping.

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for graduation from high school or possession of an equivalency diploma on a year-for-year basis.

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

*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, posting accounts payable, accounts receivable, receipts, purchases, preparation of trial balances, tax report preparation, etc.