

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 08/29/07

CHIEF TAX CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position that involves the collection of taxes for Oneida County; maintaining tax collection records assists with coordinating and administering Oneida County tax foreclosure proceedings; and collaborating with various county departments and Real Property Tax Services as well as with the town and city tax collectors and assessors. The incumbent oversees the collection and accounting of daily cash receipts and maintains a database for filed bankruptcies, paid/unpaid taxes, and payment plans. The incumbent works under the general direction of the Commissioner of Finance and exercises independent judgment in planning and carrying out of the details of the work according to prescribed policies and procedures. Exercises direct supervision over subordinates. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates and administers Oneida County preliminary tax foreclosure proceedings including all record-keeping, notifications, title search requirements, collection and accounting of monies, maintenance of payment plan records, etc.;
- Supervises and assigns office clerical work relative to tax collections, tax sales and all other tax procedures as well as the collection and accounting of all daily cash receipts;
- Maintains a computerized property tax system that records all Oneida County tax related data;
- Collaborates with city and town tax collectors and assessors to properly maintain Oneida County tax data, collect taxes, and balance tax rolls;
- Prepares, maintains, and balances ledgers for collection of Oneida County taxes including initial payments, adjustments, and final settlements from collectors;
- Balances returned school and village tax rolls, maintains ledgers and prepares journal entries, collects unpaid taxes, water and sewer charges for re-levy onto the following year's county tax roll working closely with the real property tax roll. Makes necessary adjustments and returns unpaid school and village tax amounts to the appropriate treasurer and prepares vouchers and letters for same;
- Collects delinquent taxes and credits proper accounts;

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TYPICAL WORK ACTIVITIES: (Illustrative Only-continued)

- Calculates refunds to property owners relative to court ordered adjustments and correction of error proceedings from the Real Property Tax Office, prepares all journal entries for accounting of the adjustments, and maintains all necessary records for submission to the Real Property Tax Office;
- Maintains and archives all tax related records in accordance with records retention schedules;
- Consults with representatives of the title companies, attorneys, banks, and taxpayers regarding assessments and tax payment problems;
- Mails tax statements and collects Oneida County taxes from public utilities in the towns;
- Corresponds with taxpayers regarding insufficient funds and reviews tax problems with public calling at office regarding incorrect assessments, applicability of exemptions, and incorrect tax levies, making adjustments with assessors when necessary;
- Maintains records of county owned property taken by foreclosure, pays related property taxes, maintains ledger, and tracks the properties for the next auction;
- Creates and maintains a file of individuals that have filed a claim in bankruptcy court;
- Acts as a confidential secretary to the County Treasurer when necessary;
- Reviews town budgets and assists in developing tax rates for town and county tax bills utilizing RPS software to compile and analyze assessment reports;
- Compiles data and prepares state required reports such as, but not limited to, schedule of real property taxes and assessments, yearly ratio and apportionment sheet, tax summary sheets, state land billings and tax warrants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough and complete knowledge of tax procedures, assessment administration, tax foreclosure proceedings, etc.; thorough knowledge of office terminology and equipment; good knowledge of all applicable State and local tax laws; good knowledge of business arithmetic and English; good knowledge of both computerized real property and tax systems; ability to identify future issues, risks, and opportunities as they relate to property taxes and maintenance of assessment and tax related records; ability to read, write, speak, understand and communicate effectively to perform the essential tasks of the position; ability to identify, analyze and resolve complex issues; ability to effectively communicate both orally and in writing; ability to gather and

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (continued)

organize pertinent data and to draw appropriate conclusions; ability to understand and effectively carry out complex oral and written instructions; ability to establish and maintain effective working relationships; ability to instruct subordinates and departmental representatives in program procedures; ability to supervise, plan and coordinate the work of subordinates and ensure completion of assigned tasks; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound judgment; integrity; resourcefulness; accuracy and thoroughness; tact and courtesy in dealing with others; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in hospital administration, business or public administration, accounting, economics or a closely related field **AND** one (1) year of experience involving financial management of programs of public or private agencies, enterprises, or businesses **AND** one (1) year of supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the areas listed in (A) above, **AND** two (2) years of experience as described in (A) above **AND** one (1) year of supervisory experience; **OR**
- (C) Graduation from high school or possession of an equivalency diploma **AND** six (6) years of full-time, paid general office experience that involved the maintenance and compilation of computerized financial records and accounts of which two (2) years must have been in work relative to the maintenance of real property tax records and/or the collection of real property taxes **AND** one (1) year of supervisory experience.

NOTE: Verifiable part-time experience as described in (A) above will be prorated toward meeting full-time experience requirements.

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