

### **DELINQUENT TAX CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an above entry level position in the Department of Finance. The incumbent is responsible for the accurate maintenance and record keeping of delinquent property taxes. Performs clerical duties associated with the delinquent property taxes. The work is performed under the direct supervision of the Tax Abstractor or Real Property Administrative Officer. Supervision over others is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares all forms for recording of deeds;  
Creates and maintains files of all records related to foreclosures, sale of properties, and tax delinquent property;  
Researches returned mail for correct address of delinquent property owners;  
Reviews and maintains legal records pertaining to parcels of property;  
Answers Telephone and directs calls to appropriate individuals and disseminates tax information and property data;  
Maintains and monitors a record of receivables;  
Prepares monthly reconciliation;  
Conducts searches to prepare delinquent tax schedules;  
Provides receipts for tax payments received through the mail or in person using a computerized receipting system;  
Reconciles and verifies daily cash drawer and prepares daily reports;  
Compiles reports of delinquencies or redemptions and maintains list of paid properties;  
Compiles and maintains billing and accounts receivables;  
Opens and process mail per established procedures;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; Good knowledge of modern methods and procedures used in reviewing accounts and records; ability to perform research on records; ability to operate a computer; ability to understand and carry out oral and written instructions; ability to write legibly; good judgement; clerical aptitude.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree **AND** two (2) years of clerical experience, one (1) which must have been in collections, receivable billing and collection, tax preparation, establishing tax rates or property tax data, auditing tax records, abstracting, real estate foreclosures, liquidation proceedings, or real estate law; **OR**
- (C) Graduation from high school or possession of a New York State high school equivalency diploma **AND** four (4) years of clerical experience, two (2) years which must be in as stated in (B) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.