

## TAX RECORD CLERK

### DISTINGUISHING FEATURES OF THE CLASS:

This is specialized clerical work involving responsibility for maintaining records; receiving and recording real property taxes, water rents and special assessments; and computing interest and other charges. This class differs from that of Tax Record Clerk Typist by virtue of the absence of skilled typing duties. Work is performed under general supervision with detailed instructions given for new or difficult assignments. Supervision is not normally a function of the class.

### TYPICAL WORK ACTIVITIES:

1. Receives taxes on real property and payments for water bills, sewer rents, and other special assessments either over the counter or through the mail;
2. Computes interest and charges for delinquent taxes or partial tax payments after referring to appropriate chart or other written instructions;
3. Records collection and maintains accurate, permanent records of tax collections and payments;
4. Balances daily receipts;
5. Searches tax records for payment information upon request;
6. Conducts routine correspondence;
7. Answers routine tax payer questions;
8. Maintains accurate records of tax receipts;
9. Sorts and files a variety of payment cards and other financial records;
10. Does related duties as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Business arithmetic and English; good knowledge of office terminology, equipment, procedure and practices; a high degree of accuracy in dealing with figures; ability to maintain neat and legible records; ability to meet and work effectively with the public; mathematical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school or high school equivalency AND:

- EITHER: (A) Completion of one year (30 credits) of college or business school courses;  
OR: (B) One year of full-time paid clerical experience which involved extensive public contact in providing financial information;  
OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

NOTE: Additional experience may be substituted on a year-for-year basis in lieu of a high school diploma up to a maximum of two (2) years.

CL3427

ADOPTED: 05/15/75

REVISED: 02/11/87            05/15/96