

TAX RECORD CLERK TYPIST

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; computing interest and other charges; and performing skilled typing duties. This class differs from Tax Record Clerk in that the latter does not require typing of a skilled nature. Work is performed under general supervision, with detailed instructions given for new or difficult assignments. Supervision of others is not normally a function of this 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 collections 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. Types a variety of correspondence, reports and forms;
8. Answers routine tax payer questions;
9. Makes entries in ledgers or on control cards from tax receipts;
10. Sorts and files a variety of cards and other financial records;
11. May issue licenses and permits;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of Business Arithmetic and English; good knowledge of office terminology, equipment, procedures, and practices; a high degree of accuracy in dealing with figures; ability to maintain neat and legible records; ability to type accurately at the rate of 35 words per minute; 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 or secretarial school;
- 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.

TAX RECORD CLERK TYPIST (Cont'd)

MINIMUM QUALIFICATIONS (Cont'd):

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.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

CL3428

ADOPTED: 06/15/84

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