

## City of Canandaigua Vacancy

Full Time Hours

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

### TAX CLERK

#### MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid clerical experience, or its part-time equivalent, in a real property tax office or assessor's office; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of full-time paid clerical experience, or its part-time equivalent, maintaining financial accounts and financial records; OR
3. Graduation from high school or possession of a high school equivalency diploma AND twelve credit semester hours in accounting; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3) above.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

NOTE: Six (6) credit hours is equivalent to six (6) months of experience as noted in (1) and (2) above.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing specialized clerical functions associated with real property tax activities and maintenance of assessment records and tax rolls. Employees in this class receive detailed instructions in work assignments from supervisory personnel. The work is performed under the general supervision of the Assessor. Excepting the ability to perform specific tax related duties, this class is equivalent to that of an Audit or Accounting Clerk. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintains assessment and tax rolls by checking assessment records, and property information for corrections;
- Responds to requests from property owners and others for information regarding local assessment practices, equalization rates, assessment calendars, taxable status dates and general questions dealing with the Real Property Tax Law;
- Assists members of the public in preparation of applications and gives information for partial tax exemption for real property of aged persons by explaining forms and procedures;
- Operates various standard office equipment;
- Maintains and updates property exemption list information for entry into the data processing system;
- Reviews annual assessment reports, property exemption listings and related information to insure accuracy of data prior to reporting to the State Board of Real Property Tax Services;
- Distributes information on changed assessment practices, laws and regulations to local assessment personnel and tax collectors in accordance with the assessment calendar as described in the Real Property Tax Law or as otherwise directed by the Assessor;
- Maintains a variety of real property assessment and tax records and corrects errors or updates information on assessment and tax rolls in accordance with established policy and procedures;

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TAX CLERK

TYPICAL WORK ACTIVITIES: (CONTINUED) (Illustrative only)

Interprets selected sections of the Real Property Tax Law for property owners relative to assessment and exemptions practices and procedures;  
Computes assessment increases and decreases on particular properties, under the direct supervision of the Assessor;  
Reads tax maps to locate parcels, lots and subdivisions to aid in recording unpaid taxes and school and water levies;  
Updates information to be included in computerized assessment roll and levy schedule indicating property sales, new parcel transfers and subdivisions of existing parcels;  
Performs a variety of clerical activities including filing and incidental typing;  
Measures and sketches property under the supervision of the Assessor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of computers, including spread sheet programs; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of real property terminology, documents and forms; working knowledge of property assessment terminology; ability to read and interpret tax maps; ability to make arithmetic computations; ability to interpret real property tax descriptions and location of properties in written records; ability to interpret oral and written directions; ability to work cooperatively with the public; tax collections and assessing personnel; clerical aptitude; mental alertness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 25, 2005

REVISED: JANUARY 28, 2020

CIVIL SERVICE CLASSIFICATION: COMPETITIVE