

TAX CLERK

GENERAL STATEMENT OF DUTIES: Performs clerical work of a specialized nature in the office of the Town Assessor; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized clerical position requiring the application of accuracy and completeness of work in preparation and maintenance of all records in the assessor's office. The work is performed under the direct supervision of the Town Assessor with increasing opportunity for the exercise of independent judgment as incumbents demonstrate proficiency. The position involves a considerable amount of public contact requiring a pleasing manner and helpful attitude.

EXAMPLES OF WORK: (Illustrative only)

- Assists public in preparation of exemption certificates;
- Dates and organizes applications received;
- Notifies eligible age applicants from previous year of pending deadline for filing new applications;
- Notifies applicants of approval or disapproval of their claims;
- Maintains exemption lists compatible with entering same on tax roll;
- Updates State exemption reports;
- Prepares new record cards, removing obsolete cards;
- Maintains lists to show reassignment of parcels;
- Receives property transfers and building permits and maintains same in orderly fashion for recording;
- Assists in recording data on record cards;
- Assists in the tax roll preparation and extension;
- Notifies property owners of changed assessment by preparing and mailing form letters;
- Responds to public inquiry concerning tax matters;
- Assists public in use of tax maps;
- Answers phone inquiries;
- Types and maintains all correspondence in Assessor's office.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of clerical practices and methods; good knowledge of office terminology, procedures and equipment; working knowledge of streets and roads in the township; ability to acquire a thorough knowledge of laws, rules and procedures of local assessment offices; ability to learn the interpretation and manual modification of tax maps; ability to perform clerical work requiring accuracy; ability to meet the public, tact; courtesy; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and two years of satisfactory clerical experience; or any equivalent combination of training and experience.