TAX RECORD CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs routine clerical assignments which involve the receipt and recording of money and payments for taxes, fines, agency deposits, special assessments and other clerical tasks. The work is performed in accordance with prescribed procedures, although detailed instructions may be given for new or difficult assignments. The work is performed under general supervision although periodic or spot checks are made to verify accuracy of completed work. Supervision is not normally a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives, records and reports on cash and negotiable instruments submitted for payment on taxes, fines, rents and special assessments;
- Computes interest on penalty charges and balances daily receipts;
- Prepares deposit slips, bundles and seals monies for delivery to bank and makes bank deposits, if required;
- Receives, sorts, indexes and files a variety of correspondence, documents and other materials;
- Searches records for payment information and answers routine questions regarding taxes, fines and assessments;
- Makes entries in ledgers, on control cards or into informational systems from receipts received for payments;
- Operates photocopier and other office machines in performance of duties;
- Answers telephone, takes messages and gives out routine information in response to inquiries;
- Makes simple arithmetical computations;
- Maintains related clerical records and files, as required;
- Enters and retrieves information in an automated information system;
- Performs other related work as required.

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

- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business arithmetic and English;
- Working knowledge of personal computers and office equipment;
- Ability to make accurate arithmetic computations;
- Ability to maintain financial records;
- Ability to follow and understand oral and written instructions;
- Ability to deal effectively with the public;
- Clerical aptitude;
• Integrity;
• Accuracy;
• Tact and courtesy;
• Good judgment;
• Excellent character background;
• Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

(A) Graduation from high school or possession of a high school equivalency diploma; **OR**

(B) Two (2) years of satisfactory paid full-time clerical experience, or its part-time equivalent; **OR**

(C) Any equivalent combination of training and experience as indicated in (A) and (B) above.