

## Job Information

Job title	<b>Tax Clerk</b>		Job Code: CLTAX	Pay Grade: C
Title of immediate supervisor	Supervisor- Revenue Collection			
Department/Division	Revenue Collection			
Prepared by	N. Pallan			
Date Created	Feb 26, 2015	Revised date	Dec 15, 2015	
Dept Head Signature		Date		

## Job Purpose

Responds to enquiries from the public, legal firms and lending institutions and provides friendly and accurate information. Performs routine keyboarding and clerical work.

## Duties and Responsibilities

- Responds to enquiries, routes visitors and calls, secures and gives out basic information related to property taxation and assessments.
- Prepares batches of tax payments for data entry.
- Obtains missing information from clients relating to home owner grants, property tax payments, property tax deferments and medical certificates.
- Sorts, distributes, collects and transports departmental mail.
- Complete forms for internal processing such as change of address, refund applications, PAWS, S1 and retroactive grant applications.
- Uses simple arithmetical calculations to compute late payment penalties, arrears interest and prepayment interest for real property taxes, statistical reports and other routine office records.
- Sorts, collates, checks, processes and files a variety of simple office records.
- Performs other related duties as required.

## Qualifications

- Grade 12 or equivalent.
- Six months of office experience.
- Experience in dealing with the public.
- Ability to make simple arithmetical computations and tabulations.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 40 wpm.

## Physical Requirements

No physical activity required.

## Working Conditions

Works in an office environment.