

Job Information

Job title	Tax Clerk		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.