

# Greene County Treasurer's Office

## Job Announcement – SENIOR TAX CLERK/TYPIST

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Hourly: \$20.16 (Grade 10, Step 0)

***This is a full-time, provisional appointment.  
Permanent appointment is contingent upon Civil Service examination.***

The work involves responsibility for supervising and performing a variety of moderately difficult specialized clerical activities in conjunction with the processing of real property tax payments and the transmittal of real property tax information to other county offices. The work is carried out in accordance with established policies and procedures with some leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision is exercised over the work of tax clerk-typist. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of tax collection procedures; Good knowledge of account-keeping and record-keeping practices; Good knowledge of office terminology, procedures, and equipment; Working knowledge of state and local tax regulations; Ability to understand and follow moderately complex oral and written directions; Ability to make accurate numerical calculations; Ability to supervise and direct the work of others; Ability to deal effectively with the public; Clerical aptitude; Accuracy; Tact and courtesy; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**A.** Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of experience which must include the collection of real property taxes;

**OR**

**B.** Four (4) years of work experience as defined in (A) above.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume but do not substitute a resume.***

### **Applications can be obtained at:**

<https://www.greenegovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto:hr@discovergreene.com) on or before **March 24, 2023**.

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.