

CHENANGO COUNTY VACANCY NOTICE

Job Title:	Delinquent Tax Clerk
Location of Position:	Chenango County Delinquent Tax Unit of Treasurer's Department
Hours per week:	37.5 hours per week
Responsibilities/Duties:	<p>This is an entry level clerical position in the Chenango County Treasurer's Office. An incumbent in this position provides information in response to a variety of inquiries on delinquent tax matters, assists in performing tax searches and carries out a variety of clerical tasks related to the delinquent tax enforcement functions undertaken by the Department. The work involves extensive interaction with the public and requires a high degree of accuracy when reviewing documents and recording and keying data. Work is performed under the direct supervision of a higher level employee with some leeway allowed for the exercise of independent judgment in carrying out the duties of the position. Supervision over the work of others is not normally a requirement of an employee in this class. Does related work as required.</p>
Minimum Qualifications:	<p>Graduation from high school or possession of a high school equivalency diploma and EITHER:</p> <p>(A) Two years full-time paid office clerical experience or its part-time equivalent; OR</p> <p>(B) One year full-time paid office clerical experience or its part-time equivalent and successful completion of at least 30 semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees.</p>
Salary:	\$14.54 per hour
Starting Date:	Immediate opening
To Apply:	For applications, contact the Chenango County Personnel Department at (607) 337-1470 or visit www.co.chenango.ny.us/personnel
<p>Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, including hairstyles or traits associated with race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law.</p>	
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