

JOB DESCRIPTION

POSITION:	TAX CERTIFICATE CLERK		
DEPARTMENT:	Finance	UNION:	C.U.P.E. Local 543
LOCATION:	350 City Hall Square	JOB CODE:	543049
HOURS PER WEEK:	33.75	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Property Taxation & Taxpayer Support, this position will be responsible for the accurate completion of Tax Certificates. Verifies and/or corrects legal descriptions submitted by tax certificate request. Responsible for the creation and updating of temporary roll numbers. Will also maintain and update assessment roll mapping. Receives tax payments from the public at the counter and through the mail. Answers telephone enquiries as necessary. Types occasionally items such as special charges on tax certificates, update lawyers codes. Will assist Mortgage and Ownership Clerk when required. Reconcile daily tax certificate payments (cash and cheques) to tax certificates issued. Will be cordial with the public and other employees at all times. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus one (1) year of post-secondary education from a Community College or University in Accounting, or Ontario Ministry of Education equivalencies;
- Must have over six (6) months experience in a computerized accounting environment;
- Must have excellent interpersonal skills and be capable of dealing with the general public, lawyers and co-workers in a tactful and courteous manner;
- Knowledge of the Municipal Act as it relates to property taxation and/or enrolment in the Municipal Taxation Administration Program is considered an asset;
- The physical demands analysis associated with this job indicates a light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.