

POSITION: PROPERTY TAX CLERK**JOB POSTING #:****DEPARTMENT:** Finance**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543059**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$21.77 - \$25.64 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible to the Manager of Property Taxation & Taxpayer Support to perform clerical duties pertaining to property taxes. Primary duties include the billing of additional charges that are added to the tax roll and ensuring that tax and general inquiries by telephone, at the counter or via email are responded to in a timely manner. Additional duties include assisting the public in the preparation of documents and forms such as tax appeals, tax statements etc; maintaining a follow-up system for post-dated property tax cheques; maintaining ax web-site updates and voice mail updates. Will mail out tax statements, tax demands, and notices to taxpayers. Receives tax payments by mail, reviews, verifies payments and issues receipts when required. Type items such as tax statements, memos, directives, and tax demands. Maintain amiable relations with the public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a Community College or University in Accounting, Finance or related field or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized accounting office environment.
- Must be capable of working without detailed direction or close supervision and able to interpret written instructions.
- Must possess excellent interpersonal skills and be capable of dealing with the general public.
- Knowledge of the Municipal Act as it relates to property taxation is considered an asset.
- Enrolment in the Municipal Tax Administration Program considered an asset.

POSTING SPECIFICS:**Posting Period:**

- At 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres.
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on June 18, 2010