

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for
DELINQUENT TAX CLERK

Salary: \$36,373 - \$40,304

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the office of the City Comptroller and involves responsibility for performing specialized functions associated with gatherings, collecting, and printing or writing tax data following requests for tax searches and other information related to property tax records. The work is performed under the general supervision of the City Comptroller and the Deputy City Comptroller. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the public by calculating principal amounts of penalty or other legal charges imposed by the property taxing authority for current property taxes or for delinquent property taxes or for those parcels and property tax amounts included in the City Annual Tax Sale(s) or special assessments;
Keeps accurate control records of tax money collected, using automatic or electronic data processing equipment;
Assists in the preparation of the City's Annual Tax Sales;
Maintains various books or original entry for current taxes, delinquent taxes for city and the school district;
Assists in the preparation and printing or for the gathering, calculating, and printing or writing property tax data for the requests for Tax Searches, Tax Certifications or for requested data and other pertinent information relating to property tax, court-ordered reductions and special assessments;
Explain and implement tax delinquency agreements;
Checks control records of tax receipts for arithmetic and clerical accuracy and completeness;
Delinquent Property Tax Rolls by scanning all computer printouts from such data which has been accessed into a computer terminal;
Accesses real property tax data via a computer terminal;
Assists by telephone or by response to inquiries and requests for property tax data submitted by mail;
Records payment times and dates for real property tax statements made by property owners to the City Comptroller by accessing such data and information via a computer terminal.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; working knowledge of real property terminology, documents, and forms; ability to make arithmetic computations; ability to interpret real property descriptions and location of properties in written records; ability to handle routine details independently, including the composition of important reports, letters and memoranda without dictation; ability to interpret oral and written directions; ability to work cooperatively with the public and tax collection personnel; ability to greet visitors in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff members after ascertaining their needs; ability to deal courteously and effectively with the public both in person and on the telephone; ability to maintain confidentiality of all aspects of this department; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; mental alertness; good judgment; neatness; accuracy; tact and courtesy. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from High School and three (3) years of clerical experience in maintaining financial accounts and records, which shall have involved the operation of either a computer or terminal linked to a main frame computer, one (1) of which shall have involved dealing with the public.

Applications:

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Deputy Comptroller at (315) 792-0277.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 10/16/25)