

MORTGAGE TAX CASHIER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class, located in the Office of the County Clerk, is responsible for examining legal documents in connection with the application of the Mortgage Tax Law and the collection and recording of applicable taxes. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts on behalf of the Mortgage Tax Deputy in his/her absence;

Examines deeds, mortgages, contracts, leases and other legal documents for taxability under the Mortgage Tax Law;

Assists in the examination of recorded instruments for mortgage tax and the subsequent stamping of the amount on each mortgage paper collected;

Assists in the preparation of reports and submissions to the County of Westchester and to the State of New York

Examines libers and enters libers and pages on record of mortgage entries;

Records mortgage tax payments and maintains extensive logs for use in the preparation of annual reports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the Mortgage Tax Law; knowledge of modern account keeping principles and procedures; ability to follow complex oral and/or written instructions; ability to interpret and explain mortgage tax regulations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; skill in arithmetical calculations; initiative; attention to detail; tact; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and five years of experience which involved account keeping, review and maintenance of tax records, or the examination of deeds, mortgages or records affecting title to real property, or a closely related function.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree may be substituted on a year for year basis up to four years.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J.C.: Competitive
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Job Class Code: C0724
Job Group: VII