

## MORTGAGE TAX DEPUTY

DISTINGUISHING FEATURES OF THE CLASS: Appointed and partially supervised by the County Clerk and under the general administrative supervision of officials of the State Tax Commission, incumbents of this position are responsible for the administration and execution of the Mortgage Tax Law and collection of taxes. Tasks are performed in accordance with established law, regulations and procedures. Supervision is exercised over the Mortgage Tax Cashier. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Examines deeds, mortgages, contracts, leases and other legal documents for taxability under the Mortgage Tax Law to ensure compliance with the law and collection of appropriate taxes;

Records all mortgages in the Mortgage Tax Record Book and tabulates daily reports of tax components;

Processes apportionments, completes necessary forms, contacts local property assessors, corresponds with other counties, and prepares reports for Albany requesting determination of tax distribution;

Processes determinations of apportionment of funds ordered by the New York State Tax Commission;

Determines taxability of mortgage instruments;

Prepares monthly and annual reports on mortgage taxes showing receipts and disbursements, distribution and credit statements of such net tax receipts to the various cities and towns of the County;

Prepares monthly expense statements for approval by the State Tax Commission and State Comptroller;

Consults with officials of other counties and of the State Tax Commission on mortgage tax administration;

Conducts studies for the State Tax Commission;

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

May perform other incidental tasks, as needed.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Mortgage Tax Law; good knowledge of modern account keeping principles and procedures; skill in performing arithmetical calculations; ability to communicate effectively, both orally and in writing; ability to interpret and explain mortgage tax regulations; ability to work within prescribed time limitations; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate in English

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

sufficiently to perform the essential functions of the position; ability to use computer applications such as spreadsheets, word processing, calendar, email and database security; initiative; integrity; attention to details; tact; accuracy; thoroughness; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) two years of post high school academic training and six years of experience which involved account keeping/bookkeeping, review and maintenance of tax records, or examination of deeds, mortgages or records affecting title to real property, or a closely related function; or (b) eight years of experience as stated in (a).