

TITLE: PRINCIPAL CLERK TYPIST
LEVEL: GRADE 9 \$14.16hr - \$20.90hr
DEPARTMENT: TREASURER

FUNCTION: Assists the Tax Title Attorney and Treasurer in the daily operations of the Tax Title section of the Treasurer's Department; handles all bankruptcy petitions working closely with the Treasurer and the Solicitors Office; ensures activities are performed in accordance with State statutes and department policies.

SUPERVISION RECEIVED: Works under the supervision of the Department Head. Must be able to work independently.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a wide variety of duties including preparation of pleadings and correspondence for the Massachusetts Land Court, daily data entry, prepares correspondence, types letters and other documents, answers multi-line phones, takes messages. Waits on customers and maintains all tax title files to ensure all files are current.

Prepares and calculates all tax re-payment agreements, and monitors accounts to ensure timely payments. Prepares and mails reminders for payments of accounts under agreement. Assists in the coordination and mailing of delinquent tax notices. Provides assistance in the collection of delinquent taxes. Posts to tax system and coordinates payments.

Prepares files for publication and filing associated with commitment of new tax title properties. Interacts and communicates with a variety of agencies and individuals to include co-workers, taxpayers and other City personnel. Must possess sufficient knowledge of tax title and Land Court systems to respond to questions in the absence of the Tax Title Attorney.

Must be proficient in Microsoft Office Suite and have an aptitude to be able to search and navigate various search engines and databases. Applicant will also utilize various applications from the City of New Bedford System to include tax, revenue and Treasurer's finance.

Must be proficient in understanding and maintaining files associated with litigation in the Massachusetts Land Court. Must be able to interact with representatives of the Land Court as to the filing and processing of all documents necessary for the prosecution of tax title cases.

Assists in the preparation and transfer of deeds and other legal documents. Must be able to read and understand complicated legal documents and descriptions.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Travel is required to and from the Registry of Deeds. Performs other related duties as required and directed by Department Head.

MINIMUM QUALIFICATIONS:

Education and Experience: High school diploma or GED equivalent, computer literate, knowledge of general office practices such as accounting and bookkeeping and two years of increasingly responsible related experience, or an equivalent combination of education and experience. Some college or experience in a legal setting preferred.

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer terminal, typewriter, calculator, copier, printers and multi-line phone system. Must be able to move or carry job-related objects or material. Must be physically capable of reaching to obtain various books, printouts, file boxes computer paper, etc. Physical demand requirements are at levels of those for sedentary or office environment work.

Numerical Aptitude: Ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate. Must be efficient in Microsoft Word.

Language Ability: Ability to read a variety of legal, professional, technical and administrative financial documents, directions, instructions, methods and procedures. Ability to produce reports and various documents with proper format, punctuation, spelling and grammar, using all parts of speech.

Interpersonal Communication: Ability to communicate with people to convey or exchange professional information.

Environmental Adaptability: Ability to interact with staff, other employees, Department Heads, elected officials and general public beyond giving and/or receiving instructions.

Consequences of Error: It is extremely important that all work performed by the employee is accurate and precise. Errors may result in adverse legal consequences, generate loss of time by the employee, other City employees or departments, and adversely affect the public.

Confidentiality: Confidentiality is required in the tax title records, SSNs, receipts and all City matters.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS & EQUIPMENT: General office equipment such as a computer, adding machine, copier, fax machine, printers and multi-line phone system.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

Work is performed in an office setting. The majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the stress of other individuals and the volume and/or rapidity with which tasks must be accomplished. Makes very frequent contact with other municipal departments, City residents and the general public. Contact is primarily in person and by telephone, and involve discussing routine information. Contact with the public requires considerable patience, courtesy and confidentiality.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.