

## Taxation Clerk

### POSITION SUMMARY

This position is primarily responsible for performing the daily duties associated to all taxation and assessment issues and process of the Municipality of Crowsnest Pass. This position also provides clerical support to the Director of Finance and systems.

### **Organizational Relationships:**

This position reports directly to the Director of Finance and Systems or designate.

### **Major Duties and responsibilities:**

#### **1. General responsibilities**

- a. assist in process of balancing assessment roll
- b. Update tax rate table maintenance with mill rate figures
- c. Upload assessment and test for accuracy
- d. Preparation and mailing of Tax Notices
- e. Produce mortgage holder reports to be e-mailed or mailed to Mortgage companies for payment
- f. Maintenance of Tax Roll Accounts — land title changes, assigning new roll numbers to subdivided properties, and communicating these changes to the Assessor.
- g. Maintenance of all Tax related files (coding and filing under tax roll number)
- h. Process Tax Recovery procedures including Tax Notification on Title, advertisements, through to tax recovery auction, discharge notifications.
- i. Maintain records for assessment appeal process for A.R.B, the M.G.B. Scheduling A.R.B. appointments; recording minutes, and follow up documents.
- j. Spin II-Land Title Searches.
- k. Tax Certificate requests & invoicing for same
- l. Inquiries from Real Estate agents and property appraisers regarding detail on properties listed.
- m. Inquiries from Oldman River Regional Services Commission on adjacent property owner related to subdivision requests.
- n. Contract preparation for outstanding tax levy collection.
- o. Mortgage information update.
- p. Pre-authorized Monthly Tax payment process (monthly process of payments as well as annual updates including advertisement of service and addition of new clients)
- q. GIL (Grants in Lieu)/PILT (Payment in Lieu of Taxes) - Federal and Provincial tax notices. Application must be completed for each tax notice electronically and manually.
- r. Calculate and post penalties twice per year.
- s. Advertising – prepare advertisements for due dates etc as required by MGA
- t. Research MGA requirements as necessary
- u. Linear – Review request for Linear updates with regard to street lighting for submission to Municipal Affairs. Download linear assessment for inclusion with the annual assessment upload.

## **2. Corporate Services Committee**

- a. Prepare agenda packages for committee
- b. Property searches, Land Sales Check off list etc.
- c. Prepare transfer of titles and related documents for sale of municipal property (request for consolidation or separation of titles).
- d. Maintaining files from preparation to closure.
- e. Invoicing and collection of proceeds from sale.

## **3. Lease**

- a. Maintain contracts and lease terms for municipally owned land
- b. Invoice annually for leases and encroachments at expiration of terms
- c. Communication with Director of Finance and systems regarding action for breach of lease terms.

## **4. Municipal Mobile Home Park**

- a. Maintenance of lease contract, collection of monthly lease amounts.

## **5. Maps**

- a. Updating road numbers, and house numbers on appropriate maps.
- b. Ordering and maintaining inventory of maps for sale. (Aerial photo, plan maps, house number maps)
- c. Customer service for sale of maps
- d. Produce reports for UMA to update GIS System

## **6. Customer Service & Cash receipts**

- a. Counter customer service
- b. Processing Cash receipts
- c. Bank reconciliation and deposit preparations

## **7. Administration**

- a. Maintain files for Duplicate Certificate of Titles on Municipal property.
- b. Maintain files for copies of Registered Plans
- c. Maintain files for Road Plans.
- d. Assist with general office duties: answering telephones; provide front counterservice; answer inquires; other duties as assigned.

**JOB DESCRIPTION – Taxation Clerk**  
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**Necessary Knowledge, Abilities and Skills:**

1. Ability to receive oral or written instructions from Supervisor and perform tasks with a minimum of supervision.
2. Thorough knowledge of computer applications in the Taxation / Collection and accounting practices.
3. Must possess analytical ability to recognize and correct accounting problems as required.
4. Understanding land transactions and personal property registration processes.
5. Understanding of major elements, themes and processes required to successfully recover property tax arrears and administration.
6. Understanding the Land Titles Office procedures manual in respect to the registration procedures and documentation requirements.

**Desirable Training and Experience:**

1. Successful completion of Grade 12, supplemented by a two to three year post-secondary education in addition to senior secretarial courses or equivalent in experience.
2. Minimum of Two years of basic bookkeeping / accounting experience.
3. Generally one (1) year to three (3) years total related experience.
4. Successful completion of the “Property Assessment and Taxation in Alberta” course in the Local Government Certificate program or equivalent as approved by the C.A.O.
5. Successful completion of the Property Taxation Level 1 & 2 module in Great Plains/Diamond Software application Version 5.5 or greater.
6. At least four years administrative support experience in business or government.
7. A combination of education and experience may be considered.
8. Valid Alberta Class 5 driver's license.