

**PROPERTY TAX SUPERVISOR/TAX ENFORCEMENT COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the property tax division of a County Treasurer's Office. Individuals perform difficult clerical/accounting duties requiring a high degree of accuracy. Incumbent will provide technical assistance to the County Treasurer regarding matters pertaining to tax procedure, policy and/or laws. Supervision is exercised over the work of all subordinate employees, including Tax Clerk I's, II's and III's. Work is performed under general supervision of the County Treasurer and in accordance with outlined objectives, policies and detailed procedures.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans and supervises the work of staff assigned to the Property Tax Division of the County Treasurer's Office;

Assists in developing and implementing staff training programs;

Evaluates staff performance;

Balances Town and School Tax rolls and returns and makes appropriate entries in General Ledger Journals;

Processes Corrections of Errors and issues refunds and re-submits bills and/or issue refunds, as applicable;

Processes Court ordered reductions resulting in issuance of refunds and makes appropriate Journal entries reflecting chargebacks, etc.;

Accepts court orders served on the County Treasurer in relation to tax assessments;

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Provides consultation to property owners and assessors;

Records collections and maintains accurate, permanent records of tax collections and payments;

Supervises and participates in the preparation of tax payment certifications, tax statements and other records in the process of tax collection;

Supervises and participates in the preparation of various lists required by law of parcels for foreclosure and ultimate public auction;

Researches tax records for payment information upon request and advises the public and professionals in tax matters;

Acts as liaison with other municipal jurisdictions in property tax matters;

Sets up informational meetings with Town and School Tax Collectors advising of tax law and procedures changes;

Operates a personal computer using standard word processing and spreadsheet applications.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of real property tax laws, rules and regulations; thorough knowledge of principal, practices and procedures used in real estate and/or assessment; good knowledge of office terminology and equipment; good knowledge of methods used in maintaining financial records and accounts; good knowledge of business English; ability to plan and supervise the work of others; ability to understand and follow complex oral and written directions; ability to accurately prepare complex reports and analyze data; a high degree of accuracy in dealing with figures; ability to establish and maintain cooperative relationships with the public and other professional contacts; ability to use a computer along with available software, including word

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processing, spreadsheets and database; honesty and integrity; tact; and courtesy.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of experience in public or business administration , one year of which shall be in real estate, tax assessment or tax collection; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years of experience in public or business administration, one year of which shall be in real estate, tax assessment or tax collection; or
- (C) Graduation from high school or possession of a high school diploma and seven (7) years of experience in public or business administration, one year of which shall be in real estate, tax assessment or tax collection; or
- (D) An equivalent combination of training and experience as described by the limits of (A), (B) and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 5/14/01

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Draft on 7/21/09

Removed from Draft and Placed in Classplan on 7/22/09

Revised in Classplan on 6/1/2016

Revised and Replaced in Classplan: 2/28/2023

Revised and Replaced in Classplan: 5/12/2025 (Edu)