

SCHOOL TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: Collects school district taxes; does related work as required. Consists of clerical work which calls for considerable accuracy and trustworthiness in collecting and accounting for large sums of money. Employees in this class must be bonded. Position is part-time, generally from late August to November 15th.

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.*

Balance tax rolls upon receipt and prior to issuance of bills;

Prepares bills for mailing;

Mails tax bills and flyers pursuant to laws and regulations;

Receives payment of taxes;

Records payments according to Section, Block and Lot numbers, payment date and assessed owner;

Mails receipts;

Prepares corrected tax bills and issues refunds pursuant to Court Orders, Resolutions and letters of apportionment from the Town Assessor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of methods used in keeping financial accounts and records; knowledge of the laws, regulations, procedures and policies established by the school district, Division of Equalization and Assessment and Real Property Tax Laws; ability to follow oral and written directions and to prepare correspondence, reports and other material; integrity; good accounting judgment; and accuracy.

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MINIMUM QUALIFICATIONS: High school graduation plus three (3) years of general business experience, at least one (1) of which shall have involved responsibility for keeping or auditing accounts, or an equivalent combination of training and experience.

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Last Reviewed: July 5, 1985
Jurisdictional Class:
Public Hearing:
NYS Civil Service Commission Approval:

Retyped into Microsoft Word on 7/6/04
Revised and Replaced in Classplan: 3/8/2023