

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for the collection of taxes and keeping of appropriate records. Work is performed under general supervision.

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.*

Computes tax rates;

Mails bills to property owners;

Posts and publishes notices;

Keeps records of taxes, tax sales and transfer of tax liens;

Uses common office software programs to perform work assignments, including word processing, database and other programs as applicable.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the law as it applies to village tax collectors; good knowledge of business arithmetic and English; ability to follow complex oral and written directions; ability to operate a personal computer and utilize common office software programs; ability to get along well with others; clerical aptitude; mental alertness; good judgment, neatness of appearance; integrity; tact.

MINIMUM QUALIFICATIONS:

(A) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience, some of which shall have involved the keeping of accounts; or

(B) Any equivalent combination of experience and training sufficient to indicate ability to do

the work.