

WATER TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine but fairly responsible public contact work. The essential requirements of this work is skill in meeting people without arousing unnecessary antagonisms while engaged in the collection of accounts.

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.*

Collects annual water rental;

Opens and shuts water valves;

Receives complaints from consumers;

Keeps appropriate accounts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of common business practices and arithmetic; especial ability to get along well with others; keenness of observation; mental alertness; good judgment; initiative and resourcefulness; and good address.

MINIMUM QUALIFICATIONS: Some experience in work involving public contact and completion of a standard grade school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A