

**DEPARTMENT:** SECOND CLASS TOWNS  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** FEBRUARY 13, 2004

**DEPUTY TAX COLLECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important work involving responsibility for assisting the Town Tax Collector with the collection of taxes and the maintenance of appropriate records. The incumbent is responsible for assisting with the preparation and mailing of tax bills, collections of tax monies, and for assisting taxpayers, attorneys, and others with questions. Work is performed under the general supervision of the Town Tax Collector. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Collects tax monies via mail and/or in-person payments and issues receipts;
2. Accounts for monies received, prepares a bank deposit, verifies totals, and prepares daily cash receipt report;
3. Balances a cash drawer daily;
4. Answers questions from taxpayers, attorneys, mortgage lending institutions, tax service organizations, and those in the real estate community;
5. Prepares tax bills for mailing by sorting and separating for mortgage lending institution payment and direct mailing to taxpayer;
6. Processes tax receipts and prepares them for mailing;
7. Apportions tax bills on property splits;
8. Acts for and in the place of the Town Tax Collector in his/her absence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the law as it applies to town tax collectors; good knowledge of business arithmetic and English; ability to follow complex verbal and written direction; ability to get along well with others; ability to prepare reports; ability to communicate effectively verbally and in writing; clerical aptitude; mental alertness; good judgment; neatness of appearance; honesty; integrity and tact; physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State Equivalency diploma.