

DEPARTMENT: SCHOOLS
CLASSIFICATION: EXEMPT
APPROVED: _____

SCHOOL TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work which calls for considerable accuracy and trustworthiness in collecting and accounting for the large sums of money involved. Employees in this class must be bonded. This is ordinarily a part-time position. Collects school district taxes. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives payments of school taxes, records payments according to name, address, amount, and time of payment.
2. Submits lists of delinquent taxpayers to county authorities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Some knowledge of methods used in keeping financial accounts and records; some knowledges of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare correspondence reports, and other materials; integrity; good judgment. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

AND: Three (3) years of general business experience, at least one of which shall have involved responsibility for keeping or auditing accounts.

OR: Any equivalent combination of experience and training sufficient to indicate ability to do the work.