

DEPARTMENT: SECOND CLASS TOWNS
CLASSIFICATION: UNCLASSIFIED
APPROVED:

TOWN TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for the collection of taxes and the keeping of appropriate records. Work is performed under general supervision. Performs responsible duties in connection with all town tax collections. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Computes tax rates;
2. Mails bills to property owners;
3. Posts and publishes notices;
4. Keeps records of taxes, tax sales and transfer to tax liens.

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 oral and written direction; ability to get along well with others; clerical aptitude; mental alertness; good judgement; neatness of appearance; integrity and tact. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Where elected does not apply.

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