

TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is important supervisory work involving responsibility for the collection of property taxes and other city revenues. In addition, this position is responsible for the accounting of the receivables and revenues. The work is performed under the general direction of the Commissioner of Finance, in accordance with established law and policies, with wide leeway given for the exercise of independent judgment in carrying out and supervising the details of the work. Supervision is exercised over subordinate employees within the Tax Department.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the preparation of tax rolls, mailing of tax bills and collection to taxes and departmental revenues;
2. Calculates delinquent tax payments for taxpayers, abstract companies, attorneys and title companies;
3. Makes daily deposits and balances daily receipts;
4. Generates service invoices based upon input from other city departments;
5. Handles complaints of tax payers;
6. Plans and supervises office activity and maintenance of records;
7. Prepares financial and statistical reports;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of financial accounting and record keeping practices; good knowledge of office terminology, practices and equipment; good knowledge of the theory and practices of taxation; ability to understand and follow complex oral and written directions; ability to prepare correspondence and make reports; ability to establish satisfactory working relationships with the public; ability to secure the cooperation of others; ability to supervise the work of clerical assistants; good judgment; thoroughness; integrity; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

High school graduation or possession of a high school equivalency diploma **and**:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting or Business Administration **and** one year of responsible work experience involving public contact and the maintenance or checking of financial accounts and records;
- OR: (B) Five years of the experience indicated in (A) above;
- OR: (C) An equivalent combination of the training and experience indicated in (A) or (B) above.

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