



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** DELINQUENT TAX COLLECTOR (Provisional\* Appointment)

**SALARY:** \$46,397.00 - \$58,842.68 annually

**LOCATION:** Monroe County Department of Finance

### **JOB SUMMARY:**

This position is responsible for the implementation of collection procedures for current and delinquent property taxes for the County, including the distribution of unpaid tax notices, negotiation and administration of delinquent tax installment agreements, and initiation of foreclosure action. Duties involve administering payment agreements for the County of Monroe Industrial Development Agency (COMIDA). The employee reports directly to, and works under the general supervision of the Senior Delinquent Tax Collector or other higher level staff member. General supervision is exercised over collection personnel. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Finance or Business Administration plus two (2) years paid full-time or its part-time equivalent experience involving financial record keeping, or tax or account collections, or credit analysis, one (1) year of which must have been in a supervisory capacity\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A), (B) and (C) above.

\*\***supervisory capacity**, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** May 30, 2019

**Posting Deadline:** June 13, 2019

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.