

RECEIVER OF TAXES AND ASSESSMENTS

Code No: 6-18-007

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position in a town responsible for the billing, collection, posting and depositing of county, town and school taxes and assessments that may be levied on the residents. Work is performed under general supervision from the Town Supervisor with wide latitude allowed in establishing the collection and accounting systems. Direct supervision is exercised over a Deputy Receiver of Taxes and Assessments and a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in given position. Other related activities may be performed although not listed):

Supervises and participates in providing information to taxpayers, realtors, attorneys;

Supervises in the preparation of notices to taxpayers of defective payments;

Supervises and participates in the mailing of bills actual tax collection, preparation of monies collected for daily deposit and balancing of accounts;

Resolves individual taxpayers problems;

Supervises the preparation of unpaid tax notices;

Prepares reports of paid and unpaid taxes for levying bodies;

Studies and researches legislation relating to tax collection;

Prepares legal notices, written instructions to taxpayers, and payment schedules in accordance to state and county law and instructs the staff in this area;

Supervises and participates in entering daily receipts and maintaining tax record books and bank accounts;

Disperses monies to the levying bodies in a timely fashion;

Supervises the maintenance of the tax file with address changes, bank requests, problems and special requests for taxpayers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of accounting and bookkeeping; thorough knowledge of records maintenance; good knowledge of the Monroe County Computerized Tax Collection System; good knowledge of Town and County law relating to tax collection; working knowledge of the New York State tax laws; ability to keep financial records and balance accounts; ability to prepare reports, legal documents and related written material; ability to supervise a staff handling money; dependability; integrity; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 27, 1986