

## **SCHOOL DISTRICT TAX COLLECTOR**

Code No.: 5-19-025  
EXEMPT

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position in a school district in which the incumbent is responsible for the direct collection and processing of school taxes. Employees of this class are responsible for handling of monies as well as all related bookkeeping and account keeping activities involved in the tax collection process. Supervision is not a responsibility of this class. Direct supervision is received from the Superintendent of Schools. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Collects school district taxes;

Publishes proper school district tax collection notice, designates banks and presents warrant from assessor to the Board of education;

Deposits all monies daily;

Secures all records and tax rolls daily;

Posts payments to tax rolls;

Maintains books, records, and ledgers for school tax collection;

Verifies tax account numbers, correct addresses and owners from current list;

Secures resolution when tax roll is complete;

Pulls bank requisitions, stuffs bills and mails;

Answers questions from taxpayers, business banks, etc;

May perform a variety of clerical tasks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the policies and procedures regarding school district tax collection; thorough knowledge of how to calculate tax rates; good knowledge of bookkeeping, account keeping and recordkeeping procedures; mathematical ability; ability to maintain records; ability to understand and follow complex oral and written instructions; ability to communicate effectively; clerical ability; integrity; sound moral character; health 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.

**ADOPTED:** February 4, 1982