

DEPUTY RECEIVER OF TAXES/ASSESSMENTS

Code No.: 6-04-003

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position involving responsibility for assisting the Town Clerk and Receiver of Taxes in collecting and processing Town, County and School taxes. Employees of this class receive direct supervision from, and report directly to, the Town Clerk and Receiver of Taxes. Supervision of others is not a responsibility of this class. Does related work as required.

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

Collects tax payments over the counter and through the mail;

Calculates interest penalties to be added to tax;

Prepares receipts for payments;

Records payments on tax rolls;

Prepares bank deposition statements daily;

Balances receipts on a daily basis;

Maintains special mailing address files for accounts where mailing address differs from property address;

Maintains bank escrow list;

Maintains cross reference file on all tax properties;

Updates transfers for ownership of town properties;

Responds to inquiries from banks, attorneys, real estate agents and taxpayers concerning tax information;

Contacts County Tax Office and Town Assessor's Office concerning errors or omissions on tax rolls.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices and procedures; good knowledge of town, county and school policies regarding tax collection; good knowledge of the techniques involved in record keeping; ability to maintain a filing system; ability to operate office machines including typewriter, calculator and adding machine; ability to balance tax receipts; ability to understand and follow oral and written instruction; ability to calculate interest and prepare receipts; ability to prepare bank deposit statements; ability to communicate well orally;

ability to deal with the public; tact; courtesy; 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.

FORMERLY: Assistant Tax Receiver

ADOPTED: August 14, 1980