

DEPUTY TAX COLLECTOR (IF TAX COLLECTOR IS ELECTED)

DISTINGUISHING FEATURES OF THE CLASS: This policy-influencing position involves clerical work of a moderately complex nature with responsibility for collecting taxes, assessments, and related fees, in the absence of, or to generally assist the Town Tax Collector. This is a second Deputy Tax Collector position for a Town. Work is performed under the general direction of the Town Tax Collector or Town Clerk. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Receives and processes state, county, town and school tax;

Processes incoming mail and checks for accuracy in tax payments;

Answers phone calls and assists taxpayers with various problems;

Makes daily entries of monies received and posts payments to the County Log books;

Mails receipts and notices to taxpayers;

Deposits monies received;

Makes reports as required to the Town Board and/or Town Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws and statutes regarding the collection of taxes; working knowledge of office procedures and equipment; ability to keep records relating to the collection of taxes; ability to understand oral and written directions; ability to get along well with others; clerical aptitude; a high degree of accuracy; tact; confidentiality.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

NOTE: This job class specification only applies for a second Deputy Tax Collector (If Tax Collector is Elected) position in a Town and will be non-competitive (PIC).

If there is only one (1) Deputy Tax Collector (If Tax Collector is Elected) position in a Town, then the position is in the exempt class and this job class specification does not apply.

ULSTER COUNTY
2472 DEP TX C N
Classification: Non-Competitive (PIC)

Adopted: March 9, 2021

Deputy Tax Collector (If Tax Collector is Elected)

2471 DEP TX C E
Classification: Exempt
2470 DEP TX COL
OA