

## **TAX COLLECTION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervisory clerical and technical work overseeing the tax collection unit in the office of the Commissioner of Finance. The work is carried out in accordance with statutory guidelines and involves coordinating and overseeing activities concerned with the collection of delinquent tax accounts turned over to the County by Town and School Tax Collectors in accordance with the Real Property Tax Law and other related laws. The work is performed under the general supervision of a higher level employee or officer with leeway allowed for determining procedures used in the completion of tasks within strict legal requirements. Supervision is exercised over subordinate personnel. 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 of the following, as well as other related activities not described.

Oversees the unit in the Commissioner of Finance's office responsible for tax collection;

Administers the Real Property Tax Law as it pertains to delinquent tax payments;

Coordinates and participates in the collection of tax revenues from towns, businesses and private citizens;

Computes interest and other charges due on unpaid tax bills;

Oversees the public auction process;

Corresponds with tax collectors, assessors, private citizens and other county departments and/or agencies regarding the collection of delinquent taxes;

Coordinates and participates in the preparation of redemption advertising;

Supervises the maintenance of accurate records of all delinquent tax bills;

Prepares or oversees the preparation of resolutions related to delinquent tax returns for approval by the County Legislature;

Supervises and participates in the billing of all corporations for taxes due;

Prepares or oversees the preparation of lists of delinquent accounts for use by outside departments;

Makes entries to various record books, cards, and files;

Utilizes electronic data processing including, but not limited to spreadsheets, databases, and word processing programs;

Performs and oversees the performance of various account clerical and clerical duties in support of various responsibilities of the office of the Commissioner of Finance using a variety of office equipment;

Maintains financial records manually or using electronic data processing software.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the New York State Real Property Tax Law as it pertains to the collection of delinquent taxes; good knowledge of the methods of keeping and checking financial accounts and records; good knowledge of the practices of governmental account keeping; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; ability to make arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university with a concentration in Business Administration, Finance, Accounting, or a related field and three (3) years of work experience where the primary responsibility is in government account keeping or tax collection; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience where the primary responsibility is in government account keeping or tax collection; **OR**
- C. An equivalent combination of training and experience as indicated in A or B above.

ULSTER COUNTY  
7155 TX CLCT SU  
Classification: Competitive  
Grade: 13  
Union: CSEA

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