

Jurisdictional Class: Exempt for Town of New Hartford and Town of Whitestown
Only
EEO Category: Officials and Administrators
Adopted: 09/14/2018

DEPUTY RECEIVER OF TAXES & ASSESSMENTS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Receiver of Taxes, this is an important administrative position in which the incumbent assists the Receiver of Taxes in the billing, collection, receipt, recording and depositing of all taxes, assessments, penalties and interest payable to the Town in accordance with prescribed procedures. As Deputy, the incumbent is required to act for and on behalf of the Receiver of Taxes. Independent action is required when questions arise and the Receiver of Taxes is not available for consultation. There is considerable interaction with the public. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assist in the collection and processing of town, county, village, and school property taxes;

Perform all duties of the Receiver of Taxes in his/her absence;

Collect and process tax payments made at the counter;

Receive and process tax payments made by mail;

Post payments in tax books and enter payment and other data into computer;

Answer telephone;

Respond to inquiries from taxpayers, tax service agencies, title companies, attorneys, banks, and other sources regarding tax payments and tax histories;

Maintain all tax records in good order through efficient record management procedures;

Update files and records accurately to reflect changes as they occur;

Assist with bank escrow collections;

Prepare receipts to be mailed to escrow customers;

Audit daily receipts and reconcile to computer totals;

Make bank deposits;

Perform various general office duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the procedures used in collection of taxes and assessments and in keeping financial records; ability to understand and carry out oral and written directions; skill in the operation of adding and computing machines and other office equipment necessary to performance of duties; ability to explain and communicate information effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; reliability; resourcefulness; initiative; accuracy; ability to get along well with others; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Town Supervisor may determine appropriate.

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