

## **SCHOOL TAX COLLECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for collecting and accounting for school district taxes as prescribed by the New York State Education Law Article 51 Section 2506. Work requires considerable accuracy, and employees in this class must be bonded. The School Tax Collector is appointed by the Board of Education and serves at the pleasure of the Board. General supervision is received from the Assistant Superintendent of Schools. Direct supervision may be exercised over subordinate clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews and checks tax rolls for omissions and errors;  
Prepares and mails tax notices to all taxpayers in the school district;  
Computes tax rates following the receipt of assessment rolls and prepares all material necessary to allow for Board of Education authorization of school taxes;  
Advertises tax due dates and collection locations;  
Assists with actual tax collection during peak periods;  
Reviews and issues receipts for tax payments;  
Records payment according to name, address and time of payment;  
Balances accounting records and makes bank deposits;  
Computes penalties for late payment and notifies school district officials of delinquent tax payers;  
Responds to and/or resolves taxpayer questions and complaints;  
Submits list of delinquent taxpayers to county officials;  
Supervises clerical staff.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the laws, regulations, procedures and policies relating to collection of school district taxes;  
Good knowledge of the methods used in keeping financial accounts and records;  
Ability to follow oral and written directions and to prepare correspondence, reports and other materials;  
Ability to deal effectively with the general public;  
Ability to establish and maintain effective working relationships with others;  
Ability to supervise and train subordinate personnel;

Accuracy and thoroughness;  
Honesty and integrity; reliability;

**MINIMUM QUALIFICATIONS:** Since the position of School Tax Collector is in the exempt class, there are no established minimum requirements.

**NOTE:** The number of exempt positions in this title is limited to one in each school district.