

DEPUTY RECEIVER OF TAXES

DISTINGUISHING FEATURES OF THE CLASS: Work involves the receiving and accounting for money with considerable accuracy and speed. The Deputy Receiver of Taxes is responsible for shortages in receipts. Employees in this class are also involved in reconciliation of bank accounts. The work is performed under general supervision of the Receiver of Taxes in accordance with definite and prescribed practices and procedures. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Receives payments at window of taxes, water rents and money from a variety of other sources;
Reimburses all petty cash payments made by various departments;
Balances window receipts daily and turns over cash to superior;
Compares checks with bank statements listings, sorts checks and strikes balances and files payroll sheets and checks for storage;
Prepares daily bank deposits;
Performs a variety of clerical tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English;
Working knowledge of office terminology, procedures and equipment;
Ability to accurately handle and account for large sums of money;
Ability to detect counterfeit coins or bills;
Ability to deal effectively with the public;
Ability to understand and follow oral and written directions;
Honesty;
Integrity;
Clerical aptitude;
Mental alertness;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from high school or possession of a high school equivalency diploma and one year of public contact work involving the handling and accounting of large sums of money;
or
- B) Three years of clerical experience with at least one year of experience as described in A).