

# **DEPUTY TAX RECEIVER**

**Department: Tax Receiver**  
**Classification: Exempt**  
**Specification Number: 1610**  
**Approved: 3/30/22**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

This title has been assigned to the exempt class; therefore, no minimum qualifications have been established.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general direction, an employee in this class assists the Tax Receiver in the overall administration of the department. The Deputy Tax Receiver acts for and in place of the Tax Receiver. The incumbent is responsible for the supervision of subordinate personnel. Work is reviewed by the Tax Receiver through conferences and written reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Acts for and in place of the Tax Receiver;
- Keeps all books and records of monies received, prepares receipts for deposit in proper account;
- Supervises cashiers who handle collection of taxes, prepares collection windows at opening and closing times;
- Prepares reports for the Town Supervisor, the County Treasurer and other agencies of government as required;
- Draws checks for taxpayer refunds, checks to Town Supervisor and County Treasurer, maintains several checking accounts;
- Supervises clerical staff, assists in accounting activities.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Some knowledge of accounting and bookkeeping principles and procedures; some knowledge of the principles of office management and supervision; ability to apply these principles to office operations; ability to plan, assign and supervise the work of a clerical staff in a manner conducive to full performance and high morale; ability to rapidly acquire knowledge of the legal, administrative and procedural regulations applicable to departmental activities; ability to promote and maintain effective departmental and public relations; ability to prepare detailed statistical tabulations and reports; ability to express oneself clearly and concisely, orally and in writing; physical condition commensurate with the demands of the position.