

TOWN TAX RECEIVER

Department: Tax Receiver
Classification: Unclassified
Specification Number: 1600
Approved: 3/30/22
Revised: By JG

MINIMUM QUALIFICATIONS

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

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title administers and oversees all activities of the Tax Receiver's Department. In that capacity the Tax Receiver has the power to appoint and remove all employees of the Department. An employee in this title is responsible for the collection of all taxes and assessments levied in the Town. The individual is responsible for safely maintaining the tax and assessment roll and warrant until it is returned to the County Treasurer. Work is performed under the general direction of the Town Supervisor and is reviewed through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Appoints and removes all employees of the Department.
- Oversees the collection of all taxes and assessments levied in the Town;
- Keeps the tax and assessment roll and warrant until it is returned to the County Treasurer;
- Prepares the departmental budget;
- Inputs tax rates and calculates tax bills;
- Posts all deposits to the ledger and takes deposits to the bank;
- Maintains lists of all overages, shortages, and refunds;
- Processes all small claims corrections received from the Assessor's Office, Board of Assessment Review, and County resolutions and apportionments;
- Prepares reports for the Town Supervisor, the County Treasurer and other agencies of government as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the accounting, record-keeping and reporting requirements involved in the collection of property taxes; thorough 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 financial and statistical reports; ability to express oneself clearly and concisely, orally and in writing; physical condition commensurate with the demands of the position.