

DEPUTY RECEIVER OF TAXES

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.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and mails tax bills;

Receives payments at collection window;

Issues receipts for payments collected;

Enters payments in proper records;

Prepares bank deposits;

Maintains tax rolls and related records and prepares reports;

Gives information to the public in person, by telephone or by correspondence;

Acts for and on behalf of the Receiver of Taxes in his/her absence;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four (4) years of financial record keeping experience; or (b) satisfactory completion of 60 college credits from a recognized college or university towards a Bachelor's Degree in Accounting, Finance, or Business administration or related field and two (2) years of financial record keeping experience; or (c) a Bachelor's Degree from a recognized college or university in Accounting, Finance, Business Administration or related field.