

RECEIVER OF TAXES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this class collects all taxes for the Town. This is an important administrative position involving full responsibility for the billing, receipt, recording and depositing of all taxes, assessments, penalties and interest payable to the Town. Supervision is exercised over the Deputy Receiver of Taxes and/or clerical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Collects all State, County, Town, School, County District, and Town District taxes and assessments levied or assessed upon any taxable property within the Town;

Supervises the maintenance of tax rolls and related records, and preparation of periodic and special tax reports, lists and other information;

Supervises the periodic billing of taxpayers and the follow up of delinquent payments;

Answers inquiries received from taxpayers;

May act for the Supervisor in the conduct of tax sales.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the tax laws and the procedures used in collection of taxes and assessments; thorough knowledge of financial record keeping related to the collection of taxes; good knowledge of the geography of the town; ability to supervise others and to deal effectively with the public; 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; integrity; tact; reliability; resourcefulness; initiative; accuracy; 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) five (5) 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, Business Administration or related field and three (3) 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 and one (1) year of financial record keeping experience.

Towns
J. C.: Unclassified
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Job Class Code: 0085