

ASSISTANT TAX COLLECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a recurring nature performed in the County Department of Finance. Incumbent is responsible for assisting in the planning and coordination of all activities concerned with the collection of real property taxes, including delinquent tax accounts turned over to the County by town and school Tax Collectors in accordance with the Real Property Tax Law and related laws. The duties include telephone collection work, as well as mailing, posting, and advertising of delinquent accounts in accordance with law. The work is performed under the general supervision of the Tax Collection Supervisor. Supervision is usually exercised over a small group of subordinate clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the planning and coordination of all activities related to the collection of delinquent real property taxes;  
Assists in the administration of the Real Property Tax Law as it pertains to delinquent tax payments;  
Corresponds with tax collectors, assessors, private citizens and other county departments and/or agencies regarding the collection of delinquent taxes;  
Initiates and coordinates partial payment plans for taxpayers;  
Interprets court orders for tax refunds;  
Assists in the foreclosure of property for the non-payment of taxes;  
Assists with the sale of county deeded property through closed-bid sales and purchases;  
Assists in coordinating title searches of ownership, for publication, notice purposes and foreclosure;  
Assists in the preparation of redemption advertising;  
Assists in the maintenance of accurate records of all delinquent tax bills;  
Assists in the preparation of resolutions related to delinquent tax returns for approval by County Legislature;  
Prepares lists of delinquent accounts for use by outside departments;  
Collects general County revenues;  
Collects real property tax revenues from businesses and private citizens;  
Computes interest and other charges due on unpaid tax bills;  
Makes entries to various record books, cards and files, in paper or computerized format;  
Completes various forms and reports;  
Performs a variety of related activities as required.

ASSISTANT TAX COLLECTION SUPERVISOR (cont'd)

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the New York State Real Property Tax Law as it pertains to the collection of delinquent taxes; good knowledge of business math; good knowledge of business English; good knowledge of the methods and procedures used in the maintenance of records; ability to communicate both orally and in writing; ability to deal calmly, tactfully and sensitively with citizens who may be under stress, ability to plan, organize and direct the work of subordinate clerical personnel in a manner conducive to full performance and high morale; ability to assume responsibilities; tact.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or a comparable diploma, and four (4) years experience in the collection of taxes or a closely related field; or
- b) Graduation from high school or possession of a comparable diploma, and five (5) years experience maintaining or checking financial accounts or records; or
- c) An equivalent combination of experience and training as described in (a) and (b) above.

SUBSTITUTION NOTE: Post-secondary level education in accounting, business, public administration, or a closely related field may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.