

TAX COLLECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work in the County Department of Finance, involving coordination of activities concerned with collection of delinquent tax accounts. The County is notified of delinquencies by Town and School Tax Collectors, and collection is conducted in accordance with Real Property Tax Law and other related laws. Duties include telephone collection work, as well as mailing, posting, and advertising of delinquent accounts. Work is performed under general supervision with leeway allowed for determining procedures used in the completion of tasks within legal guidelines and restraints. Direct supervision is usually exercised over a small group of subordinate clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers the Real Property Tax Law as it pertains to delinquent tax payments;
Supervises and participates in the collection of tax revenues from towns, businesses and private citizens;
Computes interest and other charges due on unpaid tax bills;
Corresponds with tax collectors, assessors, private citizens and other county departments and/or agencies regarding the collection of delinquent taxes;
Collects and reports N.Y.S. estate taxes, court and trust funds, bail monies, dog damages and other general County revenues;
Supervises and participates in the preparation of redemption advertising;
Supervises the maintenance of accurate records of all delinquent tax bills;
Prepares resolutions related to delinquent tax returns for approval by County Legislature;
Supervises and participates in the billing of all corporations for taxes due;
Prepares lists of delinquent accounts for use by outside departments; Makes entries to various record books, cards and files;
Completes various forms and reports;
Performs a variety of related activities as required.

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

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orally and in writing; ability to oversee the work of others; integrity; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or a comparable diploma, and six (6) years experience in the collection of taxes; or
- b) Graduation from high school or a comparable diploma, and seven (7) 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.