TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving responsibility for collecting and accounting for all tax money paid for taxes and related village assessments. Employees in this class are responsible for shortages in their receipts. Work is performed under general supervision of the Village Board. General supervision may be exercised over one or more clerical assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as cashier at window, receiving money for taxes and issuing receipts;
Receives tax collections by mail, sorts stubs and mails receipts;
Records daily collections;
Serves notices on delinquent taxpayers;
Balances daily cash receipts and makes deposits;
Compiles reports and statistical information;
Collects and records all village taxes;
Keeps complete records of all taxable properties;
Posts necessary papers in appropriate places;
Composes routine correspondence and answers requests for information;
Performs a variety of clerical tasks in the maintenance of tax records and other general clerical work.

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 AND PERSONAL CHARACTERISTICS: Good knowledge of property tax laws, rules and regulations; good knowledge of business arithmetic and English; working knowledge of assessing practices; ability to maintain accurate records and accounts; ability to meet and effectively secure the cooperation of the public; neat appearance; tact; courtesy; to have good judgment; integrity.

MINIMUM QUALIFICATIONS: Qualifications determined by appointing authority.