

DEPUTY TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a moderately complex nature involving a responsibility for collecting taxes, assessments, and related fees, as enumerated in Section 35 of the New York State Town Law, in the absence of, or to generally assist the Collector of Taxes in a town. Work is performed under the general direction of the Town Tax Collector, Town Clerk and/or other town officials. Duration of employment is at the pleasure of the Tax Collector or Town Clerk. Supervision of others is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Receives and processes state, county, town and school tax;
Collects water rates, sewer rentals, permit and other fees;
Makes daily entries of monies received;
Deposits monies received;
Follows up on overdue payments and calculates interest on same;
Makes reports as required to Town Board and/or Town Supervisor;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the laws and statues regarding the collection of taxes; some knowledge of office procedures and equipment; ability to keep accurate records relating to the collection of taxes; ability to write legibly; clerical aptitude; numerical aptitude and facility; high degree of accuracy.

MINIMUM QUALIFICATIONS:
Qualifications determined by appointing authority.