

Jurisdiction: Schools & BOCES

Jurisdictional Class: Exempt

Revised: 6/2/93

SCHOOL TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for collecting school district taxes. This is routine clerical work which calls for considerable accuracy and trust-worthiness in collecting and accounting for large sums of money. Employees in this class must be bonded. This is ordinarily a part-time position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives payments of school taxes;

Records payment according to name, address, amount and time of payment;

Submits list of delinquent tax payers to county authorities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare correspondence, reports and other materials; integrity; good accounting judgment; good address; good physical condition.

MINIMUM QUALIFICATIONS:

None Required