

DEPUTY RECEIVER OF TAXES AND ASSESSMENTS

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work of a moderately complex nature involving a responsibility, in the absence of the Receiver of Taxes and Assessments, for receiving and collecting taxes, assessments and related fees, as enumerated in Section 37 of the New York State Town Law. Persons in this class may also be required to assist in the work of the office. The work is performed under the general direction of the Receiver of Taxes and Assessments. Supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and processes state, county, town and school taxes;
Collects water rates, sewer rentals, permit and other fees;
Makes daily entries of monies received;
Follows up on overdue payments and calculates interest on same;
Makes reports as required to Town Board and/or Town Supervisor;
May deposit monies received.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws and statutes regarding the collection of taxes; working knowledge of office procedures and equipment; ability to keep accurate records relating to the collection of taxes.

MINIMUM QUALIFICATIONS: Either:

1. Competitive Class*: Graduation from high school and three (3) years of office clerical or business experience.

NOTE: Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis. Post high school education may be substituted for the required experience on a one-for-one basis for business curricula and for up to one (1) year of the required experience for any other curriculum; or

2. Exempt Class**: Qualifications determined by the appointing authority.

PUBLIC OFFICER: As a Public Officer, one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed (unless residency is waived in accordance with Town Law) and must not have been convicted of a violation of selective training and service acts of the United States.

* When the Receiver of Taxes and Assessments is an appointed position, the Deputy Receiver is in the Competitive class.

**When the Receiver of Taxes and Assessments is an elected position, the Deputy Receiver is in the Exempt class.

R.C.D.P. (05.19.2000) 10.08.2015 - Job specification may be subject to further revision
Competitive: T/Ramapo
Exempt: All other towns