

RECEIVER OF TAXES AND ASSESSMENTS

DISINGUISHING FEATURES OF THE CLASS: This is clerical work of a moderately complex nature involving a responsibility for receiving and collecting taxes, assessments and related fees as enumerated in Section 37 of the New York State Town Law. It is an appointive position provided for by former section 20.6(e) of the Town Law, used solely in the Town of Ramapo. It is similar in all respects to the elective position in the other towns, which is allocated to the Unclassified Service. The work is performed under the general direction of the Town Supervisor and/or Town Board. 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;
Deposits monies received;
Follows up on overdue payments and calculates interests on same;
Makes reports as required to the Town Board and/or Town Supervisor.

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; numerical aptitude and facility; high degree of accuracy.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.