

## **TAX SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized technical work of a complex nature which involves responsibility for overseeing and participating in a variety of procedures pertaining to the collection of property tax within the Rockland County Department of Finance. The work differs from that of a Chief Tax Clerk in the difficulty of assignments and the independence of judgment exercised. The work is performed under the general direction of a financial administrator and supervision is provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in the collection of property and delinquent taxes;  
Prepares legal notices to the Rockland County Clerk's office for filing according to NYS Real Property Tax Law;  
Reviews tax rolls in order to identify and collect assessed village, town, school and County taxes;  
Resolves taxpayer problems and complaints;  
Acts as liaison with banks, lawyers and title companies in order to exchange information and resolve problems;  
Oversees and participates in the implementation of procedures necessary for the collection of taxes in court-related matters (e.g. certiorari court orders, small claims, petitions and bankruptcy filings, etc.);  
Prepares and monitors various aspects of installment payment contracts;  
Coordinates annual mailings of statutory delinquency notices to taxpayers;  
Oversees the placement of required newspaper publications pertaining to the collection of tax delinquent properties;  
Enters data and maintains computer programs relative to tax collection activities;  
Oversees the daily activities of staff involved in the tax collection function;  
Prepares a variety of reports related to the tax collection process.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of business practices, procedures and terminology relative to the tax collection function, especially in a municipal setting; thorough knowledge of basic legal terminology applicable to the tax collection function; working knowledge of New York State Real Property Law\*; ability to communicate effectively, both orally and in writing; ability to interpret and carry out complex oral and written instructions; ability to prepare correspondence and reports; ability to use computer software as it relates to the tax collection function\*; ability to supervise the work of others.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree in Business, Finance, Accounting or comparable curriculum, and four (4) years of clerical, technical, professional or administrative experience, at least one (1) year of which must have been in a supervisory capacity and two (2) years of which must have been in a tax or finance office setting or in support of a financial function, or
2. A Bachelor's degree in Business, Finance, Accounting, or comparable curriculum, and two (2) years of clerical, technical, professional or administrative experience, at least one (1) year of which must have been in a supervisory capacity, and one (1) year of which must have been in a tax or finance office setting or in support of a financial function.

(over)

**NOTE:** Additional years of the required experience, at least one (1) year of which was in a supervisory capacity and at least two (2) years of which were in a tax or finance office setting, or in support of a financial function may be substituted for a college degree on a year-for-year basis up to four (4) years.

**PROMOTION:** One (1) year of permanent status as a Chief Tax Clerk.

\*To be demonstrated during the probationary period.