

SCHOOL TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is important work which includes public contact and involves responsibility for the collection of and accounting for taxes and other related revenues due a school district. The work is performed under the general direction of the Board of Education in accordance with established law and policies. Independent judgment is exercised in supervising and carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the collection of taxes and interest;
2. May participate in the preparation of tax rolls and mailing of tax bills;
3. Reviews for accuracy statements showing tax arrears, penalty, interest and discount computation;
4. Handles tax payer complaints;
5. Supervises office activity and maintenance of records;
6. Prepares financial and statistical reports;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws, rules, regulations, procedures and policies as they relate to school district finances; good knowledge of the relationship between tax rate, school budget and real property assessment; good knowledge of methods used in keeping financial accounts and records; ability to prepare comprehensive financial and statistical reports; integrity; good judgment; ability to deal with the public; tact and courtesy; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Three (3) years of highly responsible business experience, some of which involved financial record keeping, accounting or auditing or the custody of funds; or any equivalent combination of training and experience.

BS0215

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