

COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for collecting water bills and fire taxes and making daily routine checks of fire apparatus. The work is performed under general supervision of the Administrative Clerk of the fire district and the Fire Chief.

TYPICAL WORK ACTIVITIES:

1. Collects water bills and fire taxes at district business office;
2. Picks up mail at the post office;
3. Records collections on cash receipt sheets;
4. Forwards collections and cash receipt sheets to district treasurer;
5. Makes daily checks of fire apparatus for fuel level, oil, battery charge, tire inflation, power steering and brake fluid, pump prime oil, radio operating, and lights;
6. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of routine maintenance of motor equipment, working knowledge of methods used in keeping financial account and records; working knowledge of business arithmetic and English; ability to follow oral and written instructions; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.

SPECIAL REQUIREMENTS:

A candidate must be eligible to be bonded at the time of appointment. Eligibility for an operator's license issued by the New York State Department of Motor Vehicles. Possession of license at time of appointment.

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ADOPTED: 07/13/78