

TAX COLLECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is technical and clerical work performed in the County Department of Finance. Responsibilities include the coordination of all activities concerned with the collection of delinquent tax accounts turned over to the County by Town and School Tax Collectors in accordance with the Real Property Law and other related laws. The duties do not include outside or telephone collection work, but include the mailing, posting, and advertising of delinquent accounts in accordance with law. The work is performed under general supervision with leeway allowed for determining procedures used in the completion of tasks within strict legal guidelines and restraints. Direct supervision is exercised over a group of subordinate clerical personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Administers the Real Property Tax Law as it pertains to delinquent tax payments;
2. Coordinates and participates in the collection of tax revenues from towns, businesses and private citizens;
3. Computes interest and other charges due on unpaid tax bills;
4. Corresponds with tax collectors, assessors, private citizens and other county departments and/or agencies regarding the collection of delinquent taxes;
5. Coordinates and participates in the preparation of legal advertising;
6. Supervises the maintenance of accurate records of all delinquent tax bills;
7. Prepares resolutions related to delinquent tax returns for approval by the County Legislature;
8. Supervises and participates in the billing of all corporations for taxes due;
9. Prepares lists of delinquent accounts for use by outside departments;
10. Prepares and maintains list of delinquent accounts used for the annual tax auction;
10. Makes entries to various record books, files and data;
11. Prepares and maintains record of bankruptcy accounts;
12. Completes various forms and reports;
13. May perform unskilled typing duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Real Property Tax Law as it pertains to the collection of delinquent taxes; good knowledge of business math; good knowledge of business English; good knowledge of the methods and procedures used in the maintenance of records; ability to communicate both orally and in writing; ability to supervise; ability to assume responsibilities; tact; physical condition commensurate with the demands of the position.

TAX COLLECTION SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Finance, or a related field and one (1) year of work experience in the collection of taxes, assessment role preparation, or similar account keeping experience;
- OR: (B) Completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university with a concentration in Business Administration, Finance, or a related field and three (3) years of the work experience stated in (A) above;
- OR: (C) Five years of the work experience stated in (A) and (B) above;
- OR: (D) An equivalent combination of training and experience between the limits of (A), (B) and (C) above.

BS0217

ADOPTED: 03/29/90

REVISED: 07/01/91

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