

## DEPUTY TAX COLLECTOR

### DISTINGUISHING FEATURES OF THE CLASS:

The work involves the performance of clerical tasks necessary to the preparation and collection of all moneys derived by taxes. Work is performed under the supervision of the Tax Collector and may involve the supervision of subordinate employees.

### TYPICAL WORK ACTIVITIES:

1. Collects and records all moneys due for taxes;
2. Receives, records and deposits moneys received;
3. Prepares bank deposits;
4. Operates various office machines in recording the disposition of moneys received;
5. Prepares list of delinquent tax payers;
6. Prepares public advertising for tax sales;
7. Prepares and records tax deeds;
8. Assists Tax Collector in the performance of his duties;
9. Reports yearly tax collection as necessary;
10. Supplies information to the public;
11. Does related work as required.

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

Good knowledge of methods used in keeping tax accounts, records, office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to operate business machines; ability to understand and carry out oral and written directions; ability to get along well with others; clerical and public relations aptitudes; integrity; tact; courtesy; physical condition commensurate with the demands of the position.

### RECOMMENDED MINIMUM QUALIFICATIONS:

- EITHER:       (A)     High school graduation and three (3) years of clerical experience, two (2) years of which shall have been as an Account Clerk;
- OR:            (B)     An equivalent combination of training and experience.

BS0305

ADOPTED:    07/09/74

REVISED:    09/15/95