

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Assistant Receiver of Taxes and Assessments

TITLE #: 1055

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Receiver of Taxes and Assessments in the collection of taxes and the keeping of appropriate records. Assists in the collection of State, County, Town and School taxes. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles tax rates;

Mails bills to property owners;

Assists in the collection of taxes, assessments and fees;

Makes necessary entries to maintain appropriate records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the law as it applies to the receipt of taxes and assessments; good knowledge of business arithmetic and English; ability to follow complex oral and written directions; ability to get along well with others; clerical aptitude; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) months of office clerical experience involving the maintenance or auditing of financial accounts and records.

ADOPTED: Unknown

REVISED: 08/29/02 kmg