

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

CLASS TITLE: RECEIVER OF TAXES AND ASSESSMENTS

TITLE #: 1515

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the billing, receipt, and recording of taxes, assessments, and fees. Work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Computes tax rates;

Mails bills to property owners;

Collects and receives taxes, assessments and fees;

Deposits all money received and collected in a bank designated by the Town Board;

Operates computer applications such as spreadsheets, word processing, calendar and e-mail;

Prepares reports and maintains files and records;

Answers inquiries received from taxpayers and general public;

May be required to collect and receive water rates, sewer rentals, permit fees and other fees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the law as it applies to a Receiver 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 one (1) year of office clerical experience involving the maintenance or auditing of financial accounts and records.

JURISDICTIONAL CLASS: Competitive when full-time, Non-Competitive when part-time.

REVISED: 10/12/06 dmc