

SCHOOL TAX COLLECTOR

GENERAL STATEMENT OF DUTIES: Collects school district taxes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work which calls for considerable accuracy and trustworthiness in collecting and accounting for the large sums of money involved. Employees in this class must be bonded. This is ordinarily a part-time position.

EXAMPLES OF WORK: (Illustrative Only)

Receives payments of school taxes, records payments according to name, address, amount, and time of payment; submits list of delinquent taxpayers to county authorities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Some knowledge of methods used in keeping financial accounts and records; some knowledge of the laws, regulations, procedures and policies as they relate to school district finances; ability to follow oral and written directions and to prepare correspondence, reports, and other materials; integrity; good accounting judgment; good address; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and three years of general business experience, at least one of which shall have involved responsibility for keeping or auditing accounts, or any satisfactory equivalent combination of the foregoing education and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.