

RECEIVER OF TAXES

DISTINGUISHING FEATURES OF THE CLASS: This is clerical work involving the collection of taxes and fees. The incumbent is responsible for the accuracy of all financial transactions and is personally accountable for any discrepancies or errors in funds. The work is performed under general supervision and on occasion may supervise subordinates in special work projects or assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as cashier at counter window and receives tax payments for numerous accounts, including sewer and water, property, school taxes;
Validates tax bills using transrecorder validating machine;
Computes delinquent payment fees;
Collects deposits from various departments and credits them to proper accounts;
Strikes daily balances with data processing and with personal cash drawer;
Reconciles various bank accounts;
Records deposits from Treasurer on ledger cards;
Conducts tax searches.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures employed in calculating and verifying tax accounts and records;
Good knowledge of tax laws and regulations;
Good knowledge of office terminology, procedures and equipment;
Skill in the operation of office equipment;
Ability to accept payments and to make change;
Ability to understand and interpret written information;
Ability to make arithmetic computations accurately;
Ability to deal effectively with the public;
Thoroughness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of full-time clerical experience involving the maintaining and checking of financial accounts and records, including at least one year of cashier experience.