

Department: In all Civil Divisions
Classification: Competitive
Grade: 9

SPEC DISK FD
DOCUMENT 07

Tax Collection/Tax Enforcement Specialist

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult clerical work involving the collection of taxes and fees and account keeping duties requiring a general understanding of specific law, office rules, procedures and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and methods. General supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in the collection of real property taxes, room occupancy taxes, school taxes;
Receives and records taxes from individuals and businesses and issues receipts and refunds;
Assists in preparing and mailing out notices of tax delinquencies and real property tax foreclosures;
Assists in preparing Lis Pendens and petitions of foreclosures;
Coordinates tracking of all properties subject to foreclosure to assure that all proper notifications and procedures are followed in accordance with NYS RPTL;
Assists and answers inquiries from tax payers regarding problems related to billing and tax collection of current and delinquent taxes and tax foreclosures;
Assists other employees in responding correctly to such inquiries;
Plans, coordinates and assists in billing of real property in all Roll Sections that are billed separately and directly by the Treasurer's Office;
Assists in collection of taxes collected by the Treasurer's Office on behalf of Essex County Towns and Schools;
Assists in preparing for and coordinating all preparations for County tax auctions including preparing of lists of properties to be auctioned;
Attends tax auctions and provides assistance to bidders and purchasers of properties at auctions;
Assists in completing and filing deeds and other required closing documents;
May supervise others regarding tax collection or matters related to delinquent taxes and tax auctions.

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; ability to accept payments and make change; good knowledge of modern methods used in maintaining financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written instructions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

PROMOTION: Satisfactory completion of eighteen (18) months permanent status as an Sr. Account Clerk within the Essex County Treasurer's Department.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university with a bachelor's degree in accounting, business or related field and one (1) year of paid clerical experience involving the collection of taxes; or
- (b) Graduation from a recognized college with an associate's degree in accounting, business or related field and three (3) years of paid clerical experience involving the collection of taxes; or
- (c) Graduation from high school or possession of an equivalency diploma and five (5) years of paid clerical experience involving the collection of taxes; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE: *Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.*

CREATED 10/5/2020