

TAX COLLECTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory, account keeping and technical position involving primarily responsibility for overseeing the tax collection unit in the office of the County Treasurer. The incumbent coordinates and supervises activities related to the collection of delinquent tax accounts turned over to the County by town and School District Tax Collectors and for assisting in the foreclosure and sale of properties. The work is carried out in accordance with applicable statutes and regulations with leeway allowed for determining procedures to be utilized to accomplish required tasks. The work is performed under the general supervision of the County Treasurer, Deputy County Treasurer or other designated higher level employee. Direct supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Oversees tax collection in the Delaware County Treasurer's Office; Administers the Real Property Tax Law as it pertains to delinquent tax payments; Meets with town and school tax collectors to verify and balance unpaid taxes returned to the County Treasurer; Enters unpaid taxes in a computerized delinquent tax system; Oversees the mailing of unpaid tax notices and the advertising of unpaid taxes; Coordinates and participates in the auction of County owned properties; Prepares deeds to be filed with the Delaware County Clerk for the purchases of County owned property; Corresponds with tax collectors, assessors, private citizens and other County departments and/or agencies regarding the collection of delinquent taxes; Oversees the maintenance of the computerized delinquent tax system including posting of all tax payments and balancing with cash receipts; Computes interest and other charges due on unpaid tax bills; Prepares tax installment contracts with taxpayers and monitors payments; Supervises employees assigned to the tax unit including but not limited to scheduling employees, assigning work, monitoring work performed and training employees as required; Prepares or oversees the preparation of resolutions related to delinquent tax returns and other taxes due for approval by the County Board of Supervisors; Prepares or oversees the preparation of lists of delinquent accounts for use by outside departments; Confers with the County Attorney and/or the attorney for the taxpayer in the preparation and filing of a claim to the bankruptcy court for delinquent taxes; Coordinates implementation of forest tax exemptions issued by the Department of Environmental Conservation by working with town Assessors and the County Tax Department to determine additional taxes due when violations occur; Notifies taxpayers of additional taxes due and monitors payment of taxes; Makes entries to various record books, cards and files; Utilizes electronic data processing including, but not limited to, spreadsheets, databases, and word processing programs; Performs and oversees the performance of various account clerical and clerical duties in support of various responsibilities of the office of the County Treasurer using a variety of office equipment; Maintains financial records manually or using electronic data processing software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the New York State Real Property Tax Law as it pertains to the collection of delinquent taxes; Good knowledge of the methods of keeping and checking financial accounts and records; good knowledge of the practices of governmental account-keeping; Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; Ability to plan and supervise the work of others; Ability to make arithmetic computations quickly and accurately; Ability to understand and carry out oral and written directions; Ability to write legibly; Ability to deal effectively with taxpayers, government officials and others; Clerical aptitude; Mental alertness; Good judgment; neatness; A high degree of accuracy; Integrity; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in business administration, finance, accounting or related field AND one year of full-time paid, or its part-time equivalent accounting, auditing or tax collection experience preferably in a government setting; OR
- B. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree in business administration, finance, accounting or related field AND three years of full-time paid, or its part-time equivalent accounting, auditing or tax collection experience preferably in a government setting; OR
- C. Graduation from high school or possession of a high school equivalency diploma AND five years of full-time paid, or its part-time equivalent accounting, auditing or tax collection experience preferably in a government setting; OR
- D. An equivalent combination of training and experience as indicated in A, B or C above.

Adopted 3/21/00

Revised 7/20/2020