

RECEIVER OF TAXES - TOWN OF ITHACA

Tompkins County

Classification: Exempt

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelors degree in public or business administration or related field **and** at least one year of full time paid (or the equivalent part-time and or volunteer) experience in public or business administration; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in public or business administration or related field **and** at least two years of full time paid (or the equivalent part-time and or volunteer) experience in public or business administration; **OR**
- (c) Graduation from High School or a High School equivalency diploma **with** at least some additional college level business courses, specialized seminars or workshops, **and** at least four years of full time paid (or the equivalent part time and /or volunteer) experience in public or business administration **with** experience in general bookkeeping; **OR**
- (d) Any equivalent combination of training and experience as described in (a), (b), or (c) above.

SPECIAL REQUIREMENTS:

1. Take and subscribe the constitutional oath of office, and file such in the Town or County Clerk's office before assuming any duties.
2. Yearly subscribe and file Ethics Disclosure Statement related to Town of Ithaca Ethics Law.
3. Notary Public license desirable.
4. Execution and filing in the County Clerk's office an official undertaking - a bond guaranteeing the faithful performance of the office, or approval of the Town Board of the procurement of a blanket undertaking. The Town Board must approve the form, amount and the sureties on the undertaking

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for receiving the town and county taxes, and water and sewer payments for the town. Work is performed in accordance with the policies of the Town Board and requires considerable exercise of independent judgement especially as it relates to the administration of Town Law, General Municipal Law, Real Property Tax Law, and Town of Ithaca local laws and ordinances. The Receiver of Taxes is a Town Officer and is appointed by the Town Board for a two (2) year term commencing the first day of January next succeeding the next biennial Town election. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviews Town and County tax statements and tax warrant prior to mailing of tax bills;
- Mails property tax statements and In Lieu of statements;
- Daily collection of taxes, records, reconciles and deposits money received;
- Serves notices on delinquent taxpayers;
- Compiles reports and statistical information;
- Makes tax searches for attorneys and property owners;
- Posts and advertises notices related to taxes;
- Distributes tax receipts to Town Supervisor and County Budget and Finance Office;
- Reconciles tax receipts received and prepares reports of unpaid taxes to the County and Town's Budget Officer;
- Collection of water rates, sewer rentals, permit fees and other miscellaneous fees payable to the town;
- Composes routine correspondences and answers information requests;

- Performs a variety of clerical tasks related to the maintenance of tax collection and records;
- Fiscal accounting shall be performed in coordination with the Budget Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of and ability to apply governmental budgetary principles and practices;
- Good administrative skills and the ability to plan and organize the help of others;
- Ability to establish and maintain satisfactory working relationships with others including residents and board members;
- Ability to communicate effectively both orally and in writing;
- Ability to follow and understand complex oral and written instructions;
- Initiative; integrity; resourcefulness; good judgement;
- Ability to compose correspondence, reports and maintain records;
- Ability to operate a personal computer;
- Ability to maintain confidentiality;
- Knowledge of municipal government desirable;
- Physical condition commensurate with the demands of the position;