

SCHOOL TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for collecting, recording and accounting for the payment of school taxes and for the accuracy of the school tax rolls and related records. Employees in this class must be bonded. The work is performed under general direction from the Board of Education.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects and accounts for all monies paid for school taxes;  
Balances and reconciles tax receipts with bank statements and related records;  
Codes, dates and makes journal entries of receipts and disbursements;  
Has charge of the preparation and mailing of tax bills;  
Computes the school tax rate and makes corrections or changes in tax rolls as necessary;  
Confirms assessment rolls for following year;  
Submits lists of unpaid taxes to proper officials;  
Prepares a variety of financial and statistical records and reports relative to this work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:  
Thorough knowledge of modern methods used in keeping and checking financial records and reports; thorough knowledge of office terminology, procedures and equipment; ability to prepare correspondence and reports; ability to deal effectively with the public; a high degree of accuracy, initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Graduation from high school and four years of progressively responsible experience in maintaining financial accounts and records; or any equivalent combination of experience and training.