

Civil Division: Towns
Jurisdictional Class: Exempt - Town of Vienna; Town of Floyd
EEO Category: Administrative Support
Revised: 06/10/08

DEPUTY TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town and has responsibility to act as Deputy to the Tax Collector. The incumbent is responsible for the collection of taxes and recording of payments received. Direct supervision is received from the Tax Collector. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects over-the-counter tax payments;
Handles receipt of mailed payments;
Records all payments of tax bills on tax rolls;
Assists taxpayers with various problems;
Handles phone messages;
May collect and record payments of water bills;
May act in place, and for, the Tax Collector.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of recording of payments received; working knowledge of basic arithmetic; ability to get along well with the public; ability to understand oral and written directions.

SUGGESTED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Adopted: 09/05/95
Revised: 05/09/97, 04/16/04, 06/10/08