

Jurisdiction: Oneida County  
Jurisdictional Class: Exempt  
Adopted: 9/5/95

## **TAX COLLECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists a town or village and has responsibility to act as Tax Collector. The incumbent is responsible for the collection of taxes and recording of tax payments received. Direct supervision is received from the Town Supervisor or Village Mayor. May supervise a Deputy Tax Collector. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Collects over-the-counter tax payment;  
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.

**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.

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