

Jurisdictional Class: Competitive; Exempt for School Districts
Adopted: August 1, 2011
Revised:

SCHOOL DISTRICT TAX COLLECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine clerical work involving responsibility for collecting taxes and recording information into a tax database for a school district. The incumbent is responsible for the collection, receipt, and processing of taxes and fees and in assisting customers with tax-related questions. This position interacts with the public either by telephone or in person. The incumbent must have the ability to make simple arithmetic calculations to determine payments owed and/or amounts to be refunded due to customer overpayments. Work is performed under direct supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects school tax payments over the counter and through the mail, and prepares deposits of payments received;

Records information into tax database regarding payments;

Issues receipts for monies received;

Reconciles moneys received on a daily basis for school tax payments;

Deals with the public either by telephone or in person with regards to questions about school tax collection;

May be required to prepare simple records and reports pertaining to school tax collection;

Reviews and checks records and reports for arithmetical and clerical accuracy and completeness;

Determines amounts to be refunded due to customer overpayments;

May operate typewriter, computers, copying machines, fax machines, scanners, laminators, calculators and other office equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of office terminology, procedures, and equipment;

Ability to understand and carry out oral and written directions;

Ability to enter information into computer system with accuracy;

Ability to make simple and accurate arithmetic computations;

Ability to get along well with others and deal with the public;

Clerical aptitude.

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