



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **SCHOOL TAX COLLECTOR**  
Jurisdictional Class: Exempt  
Civil Division: Schools  
Adoption: CSM 04/13/05  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

Under supervision of the School Business Manager or other school official, employees in this class collect district taxes and do related work as required. This is routine clerical work that calls for considerable accuracy and trustworthiness in collecting and accounting for the large sums of money involved. Employees in this class must be bonded. This is ordinarily a part-time position.

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

Receives payments of school taxes;  
Records payments according to name, address, amount and time of payment;  
Reconciles daily payments to control report of collections made;  
Submits a list of delinquent taxpayers to County Treasurer for collection;  
Uses a data-entry keyboard or microcomputer to enter and retrieve data from computer files;  
Answers telephone inquiries regarding tax payments;  
Reports any problem with tax collections to Supervisor;  
May prepare written reports as directed by Supervisor;  
Performs related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Some knowledge of methods used in keeping financial accounts and records;  
Some knowledge of the laws, regulations, procedures and policies as they relate to school district finances;  
Ability to follow and understand oral and written instruction;  
Ability to prepare correspondence, reports, and other materials;  
Ability to maintain records and prepare reports;  
Ability to establish and maintain effective working relationships with others;  
Integrity and good accounting judgment;  
Clerical aptitude;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a general equivalency diploma and three years of general business experience at least one of which shall have involved keeping or auditing accounts.