

## **TAX COLLECTOR**

**Minimum Qualifications:** Certificate, license, or other legal credential required. Degree(s) required and area of major study, prior job experience required. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** School Business Executive

### **Essential Job Functions-Distinguishing Features of the Class:**

Collects taxes according to a schedule and deposits the receipts in the bank of choice.

### **Performance Responsibilities-Typical Work Activities:**

1. Is bonded for the faithful execution of the duties of office and for the proper accounting for all district moneys that may come from any source.
2. Posts the required notice of tax collection and the period of time allowed for this purpose.
3. Sends duplicate deposit slips to the Board treasurer and to the business manager as evidence that fund have been turned over to the district and receives from the treasurer a receipt for that amount.
4. Mails to the taxpayer a completed tax receipt properly signed.
5. Reports in writing, as requested and defined by law, all collections, receipts, and disbursements made during the year.
6. Presents to the School Business Official for an audit a statement of taxes remaining due, making an affidavit that these taxes are unpaid and that tax collector has, after diligent effort, been unable to collect them.
7. Resolves tax problems and complaints in an equitable manner.
8. Maintains various supplies and equipment for the tax department.
9. Prepares various statistical reports for the School Business Executive and the Board of Education.
10. Interprets to the public the relationship between the districts tax derived income and the district's educational plans, programs, and needs.

**Terms of Employment:** Annual appointment by the Board of Education

**Evaluation:** Performance is evaluated School Business Executive

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.