

## **TAX SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized technical work involving the responsibility for overseeing and participating in a variety of procedures pertaining to the collection of property taxes. The work is performed under the general direction of a higher-level administrator and supervision is provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in the collection of property and delinquent taxes;  
Supervises and participates in the implementation of procedures necessary for the collection of taxes in court-related matters (e.g., certiorari court orders, small claims, petitions and bankruptcy filings, etc.);  
Supervises the maintenance of accurate records on all delinquent tax bills;  
Prepares legal notices to the Rockland County Clerk's office for filing according to New York State Real Property Tax Law;  
Reviews tax rolls in order to identify and collect assessed village, town, school and County taxes;  
Addresses and resolves taxpayers issues and concerns;  
Acts as liaison with banks, lawyers and title companies in order to exchange information and resolve problems;  
Prepares and monitors various aspects of installment payment contracts;  
Coordinates annual mailings of statutory delinquency notices to taxpayers;  
Oversees the placement of required newspaper publications pertaining to the collection of tax delinquent properties;  
Manages data entry information and maintains software systems related to tax collection processes;  
Oversees the daily activities of staff involved in the tax collection function;  
Prepares a variety of reports related to the tax collection process.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of business practices, procedures and terminology relative to the tax collection function; thorough knowledge of legal terminology applicable to the tax collection function; good knowledge of New York State Real Property Law\*; ability to maintain a variety of tax related records; ability to communicate effectively, both orally and in writing; ability to interpret and carry out complex oral and written instructions; ability to prepare correspondence and reports; ability to use computer software as it relates to tax collection functions and processes\*; ability to supervise the work of others.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree in Business Administration, Finance, Accounting or comparable curriculum, and four (4) years of clerical, technical, professional or administrative experience in a tax, accounting, or finance office/setting, one (1) year of which must have been supervising or managing staff; or
2. A Bachelor's degree or higher in Business Administration, Finance, Accounting, or comparable curriculum, and two (2) years of clerical, technical, professional or administrative experience in a tax, accounting or finance office/setting, one (1) year of which must have been supervising or managing staff.

(over)

**NOTE:** Graduation from high school or possession of an equivalency diploma and additional years of the required clerical, technical, professional or administrative experience in a tax, accounting or finance office/setting, one (1) year supervising or managing staff may be substituted for the college degree on a year-for-year basis.

\*To be demonstrated during the probationary period.

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Competitive

09.24.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.

