

## **TAX ROLL SUPERVISOR**

**Job Code:** 6030  
**Department:** Tioga County Treasurer's Office  
**Classification:** Competitive  
**Salary Grade:** CSEA SG VII  
**Adopted:** 6/99, Tioga Co. Personnel & CS; Revised 8/00, 1/14, 04/16

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves independent judgment and full responsibility for maintenance of delinquent tax records, calculation of erroneous assessments and determination of their impact on tax rates, and reconciliation of payments from N.Y. State for State-owned property. The incumbent works closely with the Director of Real Property Tax Services and officials from various municipalities and schools. The work is performed under the general supervision of the County Treasurer. Does related work as required.

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

- Reviews and balances Town tax warrants, which become the official document authorizing the finances needed for municipal operation;
- Calculates the value of validated erroneous assessments and makes necessary adjustments to the current tax roll as well as determining the financial impact to future tax rolls;
- Reviews Town budgets and applies erroneous assessment data to determine final Town, Fire and Special District tax rates;
- Utilizes town assessor data to independently determine the official County and Solid Waste tax rates to be used each year;
- Assists in applying final tax rates in a prescribed manner to generate Town and County tax bills in a timely manner;
- Enters and maintains returned school, village and special district taxes to be relieved on ensuing Town and County tax bills;
- Reimburses unpaid school and village tax moneys to the appropriate taxing bodies as required by law;
- Submits vouchers to the State of New York for taxes on state-owned property and reconciles the tax rolls of the appropriate municipalities once payment is received from the State;
- Verifies payments made by the various municipalities and ensures tax warrants are correctly satisfied before accepting their returned taxes on behalf of the County;
- Maintains an updated listing of unpaid taxes on computer to reflect the payment and modification of the various taxes;
- Calculates the financial implications of apportioned property and establishes new tax records for the new parcel(s);
- Tracks assessment lawsuits and the impact of refunds on the tax base;
- Maintains and tracks bankruptcy files, involving filing proof of claims and monitoring installments;
- Acts as direct liaison for the County and the various Town, Village and School District officials concerning tax-related issues;
- Audits community college bills to verify the residency of students billed to Tioga County;
- Maintains and tracks residency certificates filed with the County Treasurer to include the generation of special reports tracking community college costs by Town;
- Compiles, edits and maintains all required reports as well as specific requests for reports pertaining to tax-related issues;
- Prepares various reports using tax data collected;
- Manages and maintains financial data with the use of various and specialized computer software;
- Performs various front office tasks such as: answering phone, assisting customers, ordering supplies, processing receipts.

## 2. Tax Roll Supervisor

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of principles and practices relating to tax collection and the maintenance of delinquent tax records; good knowledge of principles, practices and terminology of the real property tax system; good knowledge of the principles and techniques involved in maintaining and checking tax accounts; good knowledge of business arithmetic and English; ability to perform complex mathematical computations; good knowledge of office terminology, procedures and equipment; ability to establish and maintain good working relationships with others; ability to understand and follow detailed oral and written instructions; accuracy; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- a) Possession of an Associate's degree in accounting, finance, business administration, or closely related field; OR completion of sixty (60) credit hours in a regionally accredited or New York State registered college or university with a concentration in accounting, finance, economics or closely-related field **AND** one (1) year of full-time paid experience or its part-time equivalent in real estate appraising, title searching, property assessment, tax collection or similar field involving the maintenance of semi-complex tax records; **OR**
- b) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of full-time paid experience or its part-time equivalent as described in (a) above; **OR**
- c) An equivalent combination of training and experience as defined by the limits of (a) & (b) above.