

TAX COLLECTOR

Job Description

The School Tax Collector will be appointed by the Board of Education at the annual organization meeting and will be responsible for the collection of all taxes levied upon the property in the school district. The School Tax Collector will deposit such funds in the depository designated by the Board. The Tax Collector is responsible to the Board and works under the direction of the Director of Administrative Operations. The fee for the School Tax Collector is fixed annually by the Board.

The School Tax Collector shall be bonded as required by law.

Upon receipt of a warrant from the Board for collection of taxes, the School Tax Collector will publish a notice in the official district newspaper(s) stating that the warrant has been received and noting the time and place that taxes will be collected. The length of time for collection will be within one month from the time of the first notice. Such notice shall be published at least twice.

The School Tax Collector will give a similar notice to taxpayers by mail with individual tax bills. This notice will be given at least twenty (20) days prior to the expiration of the one month period for tax collection.

Duties and responsibilities will include the following:

1. Collection of taxes levied upon real property of the school district in accordance with the tax warrant and resolution issued by the Board.
2. Preparation of required legal notices for publication in official newspapers detailing the time, place and other pertinent information pertaining to school tax collection.
3. Preparation of reports and lists of unpaid tax.
4. Submission of a list of unpaid taxes to the Wayne County Treasurer by November 15.
5. Records corrections of addresses, names of owners, and other pertinent information provides this information to the town assessors.
6. Prepares tax statements for mailing.
7. Issues receipts to taxpayers and/or banks as taxes are paid and daily deposits tax receipts in the established bank account for credit to the school district. Reconciles receipts with the District Treasurer daily.
8. Files reports and records with the school district clerk as needed.