



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

Job Title:	Tax Collector	Job Category:	Elected
Department/Group:	Tax Collector	Travel Required:	Yes
Location:	Town Hall	Position Type:	Part-Time
Level/Starting Rate:	3/\$10,812 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A Elected Position		Mail: N/A Elected Position	
Subject Line: N/A			
Attention: N/A			
Job Description			
Role and Responsibilities			
<ol style="list-style-type: none"> 1. Prepares the annual budget for the Town Board for the office of the Tax Collector 2. Receives the tax roll and tax warrant annually for the Town/County tax collection 3. Writes and arranges for legal notice to be published annually in the Town’s official newspaper along with posting said notice in other prominent locations within the Town 4. Loads the tax bills for the new year onto the BAS Egov website and continually keeps this information updated/current as tax payments are received throughout the collection season 5. Receives the Town/County tax bills from ORPS and prepares them for mailing to individuals and banks holding mortgage escrows This includes sending out delinquent notices received from the CC Treasurer from previous years taxes that are still outstanding 6. Receives tax payments both in person at the Tax office during open hours and also by mail 7. Manages all phone calls visitors and correspondence to the office of the Tax Collector 8. Makes bank deposits for all tax payments received within 24 hours This is done both remotely and thru in person or night drop deposits as appropriate based on the form(s) of payments received 9. Maintains and balances the bank account of the Tax Collector 10. Submits payments from tax revenue collected to the Town Supervisor and then monthly to the Columbia County Treasurer during warrant period 11. Prepares and mails second notices as of April 1st annually for tax bills still outstanding from the current year collection 12. Prepares records and reports for the return of unpaid taxes to the Columbia County Treasurer at the end of the warrant period annually 			
Qualifications and Education Requirements			
This position is subject to all applicable civil service rules.			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	