



a town for a lifetime
IRONDEQUOIT *New York*

JOB ANNOUNCEMENT

TITLE: Deputy Receiver of Taxes and Assessments
SALARY: \$48,412 - \$52,901 depending on experience
LOCATION: Irondequoit Town Clerk, Irondequoit Town Hall, 1280 Titus Avenue Rochester, NY 14617

If you desire a meaningful career serving the public and your community, join us at the Town of Irondequoit!
We are committed to our employees' success as they navigate the challenges of balancing work and other demands. We offer health insurance immediately and after six months you are entitled to dental insurance, vacation, and sick leave. Paid holidays, Deferred Compensation plan and membership to the New York State and Local Retirement System are all offered to our full-time employees as we strive to support your well-being, because we care about and invest in you as an employee.

Diversity and Inclusion are Core Values at the Town of Irondequoit

The Town of Irondequoit strives to have employees that represent the community in which we serve. We believe that diversity and inclusion make the Town of Irondequoit better by providing a place where bringing together a variety of perspectives leads to greater innovation and success.

JOB SUMMARY:

This is an administrative clerical position in Town government involving the dual responsibility for assisting the Town Clerk in the issuance of licenses, permits and applications as well as the collecting and processing of town, county, and school taxes. Employees of this class receive direct supervision from the Town Clerk. Supervision of others is not a responsibility of this class. Does related work as required.

TYPES OF WORK YOU MIGHT PERFORM:

- Collects and processes tax payments
- Answer resident's routine questions
- Greets visitors
- Prepares Bank statements daily
- Balances receipts daily
- Calculates interest penalties

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to deal effectively with the public and office personnel, ability to obtain accurate and sufficient information from callers or visitors and take messages, accurate record keeping, and mathematical aptitude is particularly important in this position.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of High School Equivalency Diploma. Bachelor's Degree preferred, with experience in Accounting, Financial Recordkeeping, with demonstrated experience and ability to perform the requirements of this important role.

CIVIL SERVICE CLASSIFICATION: Exempt

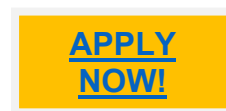
FLSA CLASSIFICATION: Exempt

RESIDENCY REQUIREMENT: Must be a resident of the Town of Irondequoit.

SEND EMPLOYMENT APPLICATION AND LETTER OF INTEREST TO:

TOWN OF IRONDEQUOIT
DEPARTMENT OF HUMAN RESOURCES
1280 TITUS AVENUE, ROCHESTER, NY 14617

POSTING DATE: January 5th, 2022
DEADLINE: Until Filled



1280 TITUS AVENUE, ROCHESTER, NEW YORK 14617, PHONE: (585) 336-7275, FAX: (585) 336-7282

IT IS THE POLICY OF THE TOWN OF IRONDEQUOIT TO AFFORD EQUAL OPPORTUNITY TO ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, AND SEXUAL ORIENTATION, AND TO AFFORD EQUAL OPPORTUNITIES TO INDIVIDUALS WITH A DISABILITY, VETERANS OF THE VIETNAM ERA, AND DISABLED VETERANS IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.