

**OFFICIAL POSTING**  
CATSKILL CENTRAL SCHOOL DISTRICT  
Central Administration  
Catskill, New York 12414

Posting Date: May 5, 2023

**This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.**

**ANNOUNCING THE FOLLOWING EMPLOYMENT OPPORTUNITIES FOR 2023 - 2024**

**Position:** Anticipated School Tax Collector  
**Effective:** July 1, 2023  
**Deadline:** May 17, 2023  
**Stipend:** \$5,000 (Pro-rated)

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for collecting and accounting for school district taxes as prescribed by the New York State Education Law Article 51 Section 2506. Work requires considerable accuracy, and employees in this class must be bonded. The School Tax Collector is appointed by the Board of Education and serves at the pleasure of the Board. General supervision is received from the Business Official. Direct supervision may be exercised over subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Reviews and checks tax rates for omissions and errors; Works with County and printing company to prepare and mail tax notices to all taxpayers in the school district; Advertises tax due dates and collection locations (2 papers); Assist Bank with tax collection; Reviews and issues receipts for tax payments; Records payment according to name, address and date of payment; Balances accounting records; Computes penalties for late payment and notifies school district officials of delinquent tax payers; Responds to and/or resolves taxpayer questions and complaints; Submits list of delinquent taxpayers and reimbursement amount to county officials; Supervises clerical staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the laws, regulations, procedures and policies relating to collection of school district taxes; Good knowledge of the methods used in keeping financial accounts and records; Ability to follow oral and written directions and to prepare correspondence, reports and other materials; Ability to deal effectively with the general public; Ability to establish and maintain effective working relationships with others; Ability to supervise and train subordinate personnel; Accuracy and thoroughness; good record keeping; honesty and integrity; reliability.

**MINIMUM QUALIFICATIONS:**

Since the position of School Tax Collector is in the exempt class, there are no established minimum requirements.

**To apply:** Please submit a letter of interest, completed CCSD application of employment (found on website), and a list of references to:

Mrs. Melissa Barrow, Superintendent  
343 West Main Street  
Catskill, NY 12414  
(518) 943-7116 fax  
jkusminsky@catskillcsd.org

The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age disability, sexual orientation, genetic information or any other characteristic prohibited by NYS or Federal Law. Employees who will reasonably be expected by such covered school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of 21.