

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – TAX/CENSUS COORDINATOR**

QUALIFICATIONS

Possession of a high school diploma or its equivalent.

Previous secretarial/clerical experience.

SKILL PREPARATION

Experiential knowledge of office procedures and practices.

Proficiency in computer operation and competence with related software.

Ability to exhibit superior competence in organizations skills, accuracy, recordkeeping, and reporting procedures.

Ability to interact professionally with employees and the public and with loyalty to the District in contentious situations.

DUTIES AND RESPONSIBILITIES

Be responsible to the Assistant Business Manager for the completion of all assigned tasks.

Handle information with professionalism, discretion, and confidentiality.

Collect direct payments of per capita, real estate, and interim real estate taxes and deposit in a timely fashion. Post all direct payments to the tax collection system.

Reconcile all per capita and real estate payments made through the District's lock box to payments automatically credited to the District's tax collection system.

Initiate tax refunds when necessary, and update the tax collection system for refunds and returned checks.

Coordinate the collection and recording of real estate and per capita tax payments made through collection agencies.

File records relating to delinquent real estate taxes received from the Tax Claim Bureau and the transfer taxes received from the Recorder of Deeds.

Oversee the processing of all tax exonerations.

Respond to all requests for tax certifications.

Review notices received from the Board of Assessment relating to the change in status on properties located within the District and act upon them accordingly.

Coordinate the mailing of all tax bills to District residents allowing for the proper discount, base, and penalty periods.

Generate and mail a delinquent tax notice to delinquent taxpayers during penalty tax payment period and send a list of delinquent taxpayers to appropriate tax collection service if not paid by December 31.

Generate and mail interim reminder notices.

Coordinate the mailing and printing of the second and third real estate installment coupons.

Coordinate the gathering of the annual census, update census system to reflect all gathered data, and maintain census data throughout the year. Prepare census reports as required by District need.

Verify Pennsylvania Department of Revenue's Act 80 report to District census data on an annual basis.

Provide coverage for the District Receptionist and Bookkeeper when necessary.

Discharge all other assignments properly delegated by the Business Manager or Assistant Business Manager.

### EVALUATION

Evaluation will be conducted annually by the Assistant Business Manager in the areas of skill preparation, job performance, and interpersonal skills.