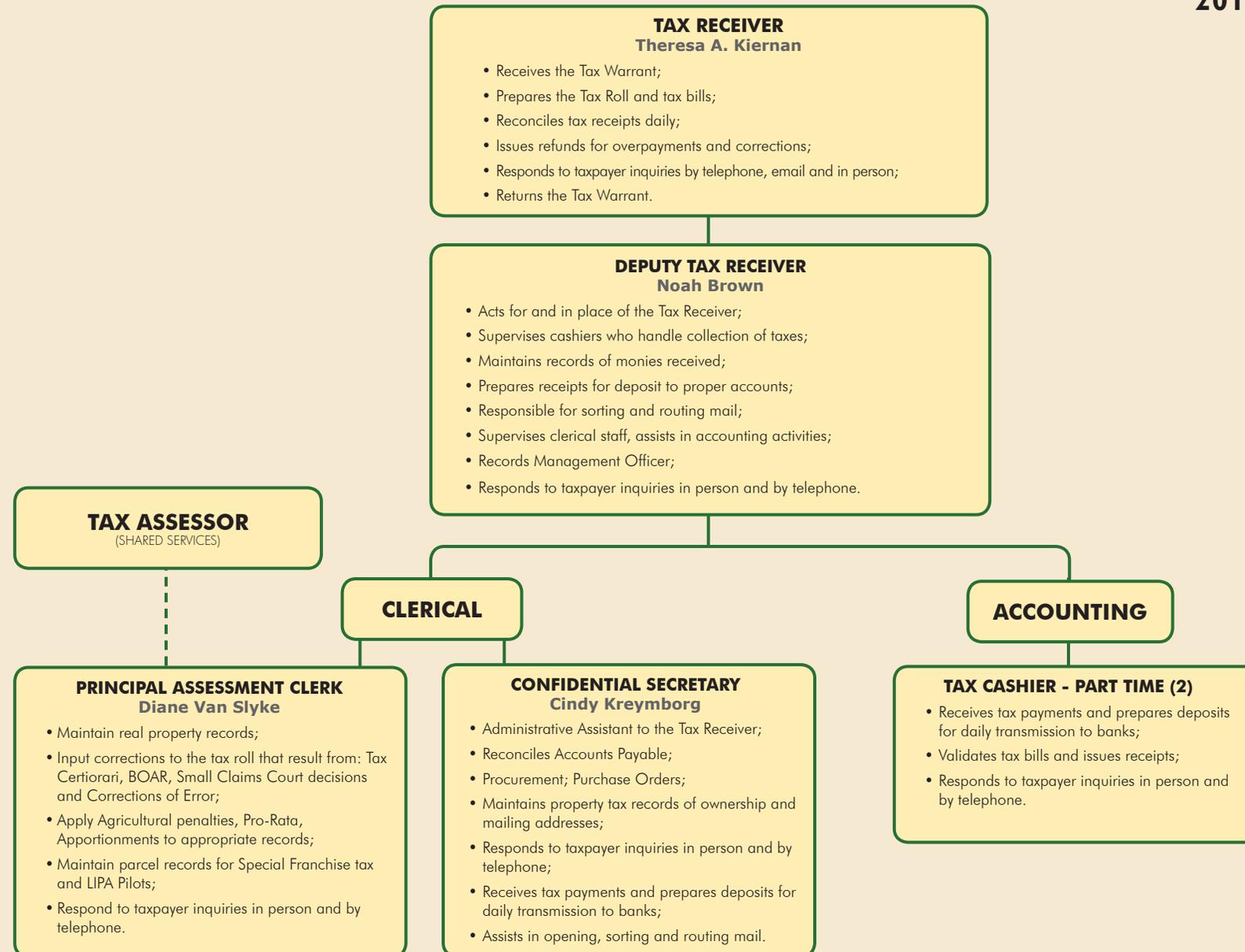


TAX RECEIVER

2019 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2019
Division: Tax Receiver
Tax District: Full Town

Cost Center #: 1330
Manager: Theresa Kiernan

NOTES:

Departmental Mission & Responsibilities:

It is the duty of the Receiver of Taxes to safely keep the tax and assessment roll and warrant delivered to the Town by the Suffolk County Legislature until its return to the County Comptroller as herein provided; and to collect taxes and assessments levied in the Town thereon, and upon any warrants for that purpose to direct and deliver and to perform all other duties imposed by law to that end.

Workload:

The Tax Receiver's Office is responsible for receiving the Tax Warrant for the tax levies of the Town, School, County and special assessment districts and the formatting, mailing and collection of over 50,000 property tax bills in the Town of Southampton. Statistics show that 65% of our property owners pay their taxes directly, while 35% pay through their mortgage companies. During the months when property tax bills are collected, additional staff support is necessary to process tax payments in a timely manner. The Tax Receiver's Office handles various types of inquiries from constituents about property tax bills and assessments. In addition, the office processes assessment/tax bill corrections that result from a successful grievance by the property owner. There were 700 corrections processed for the 2017-18 tax year. The Tax Receiver acts as the fiduciary officer for the Hampton Bays Water District and is responsible for monthly revenue remittances to the Supervisor and bank reconciliation.

Goals & Objectives:

1. Automate the tax bill printing process rather than having the Tax Receiver manually print all bills.
2. Expand use of Electronic forms of communication and payment options for taxpayers.
3. Continued outreach to taxpayers to ensure current and accurate mailing information, awareness of exemption programs, state and federal legislation updates, and other pertinent information regarding property taxes.

Legal Authority:

Office of Receiver of Taxes established by Suffolk County Tax Act Chapter 311 of the Laws of 1920.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/19	Alloc. %
Tax Receiver													
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	60,489	0	0	60,489	28,344	4,752	7,976	1,862	42,935	103,423	2.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	78,030	0	0	78,030	28,344	6,130	10,290	2,397	47,161	125,191	2.2	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 7	30,386	1,215	0	31,601	14,172	2,480	4,163	939	21,755	53,356	7.3	50.0
Town Tax Receiver	ELECTOFFICIALS	102,831	3,085	0	105,916	13,344	8,198	13,956	3,163	38,661	144,577	12.0	100.0
Cashier	SEASONAL	5,610	0	0	5,610	0	441	0	188	629	6,239		100.0
Tax Cashier	SEASONAL	5,610	0	0	5,610	0	441	0	188	629	6,239		100.0
Total Tax Receiver - 1330		282,956	4,300	0	287,256	84,204	22,442	36,385	8,738	151,769	439,025		

NOTES:

