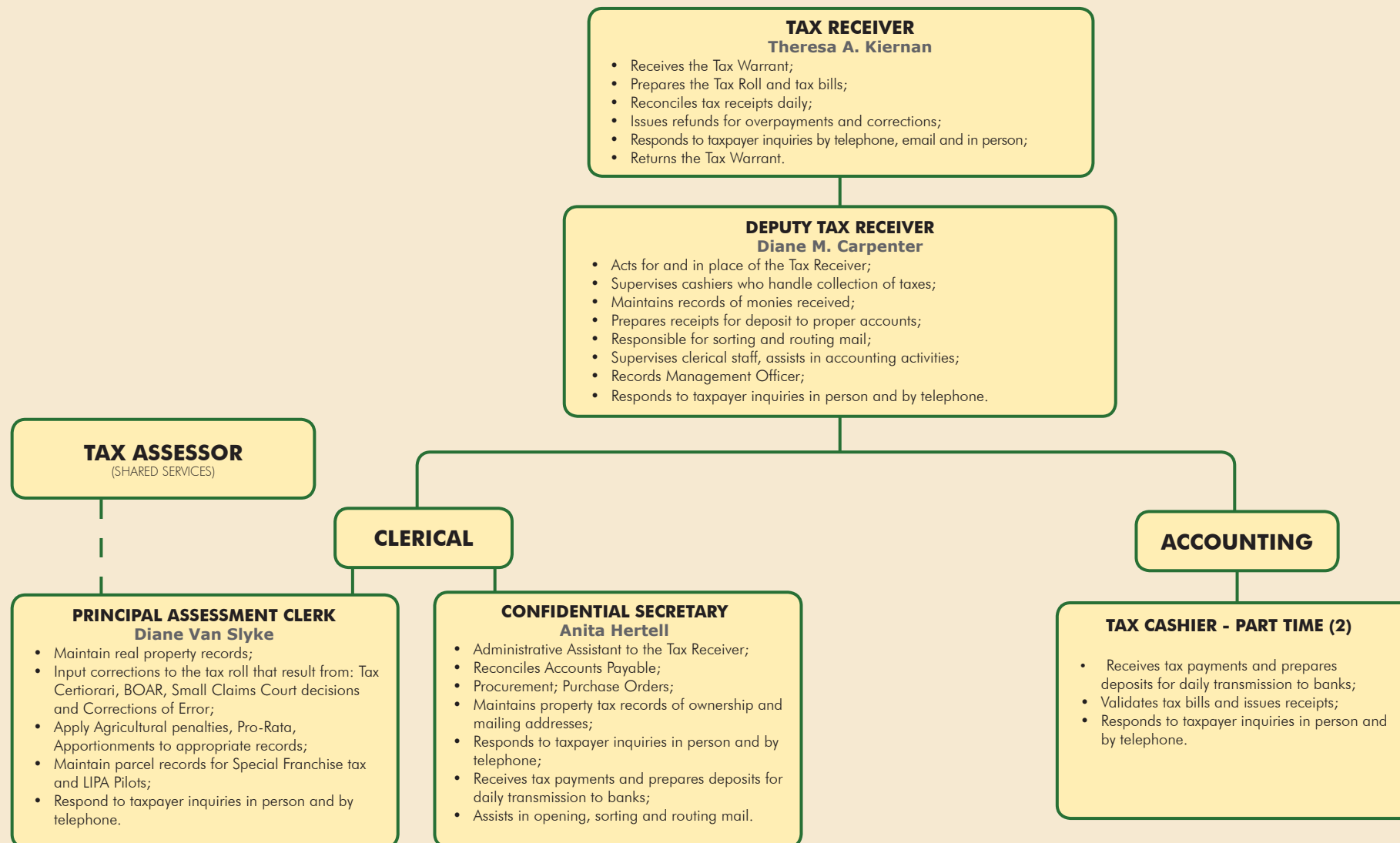


TAX RECEIVER

2016 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2016

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 County Legislature until its return to the County Treasurer 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 785 corrections processed for the 2014-15 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. Enable online payments of water bills through the Town website.
3. Expand use of Electronic forms of communication and payment options for taxpayers. Conversion from second half letters to postcards was accomplished in 2015.

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	Total Benefits	Total Comp. & Benefits	TFS Srv 1/1/16	Alloc. %
Tax Receiver									
Tax Receiver									
Tax Receiver - 1330									
Confidential Secretary	ADMINSUPPORT	57,120	0	0	57,120	25,308	82,428	6.4	100.0
Deputy Tax Receiver	ADMINSUPPORT	82,536	0	1,100	83,636	45,528	129,165	26.9	100.0
Principal Assessment Clerk*	CSEA40HOUR - 7-1-2010 / F / 3	27,576	0	0	27,576	17,911	45,487	4.3	50.0
Town Tax Receiver	ELECTOFFICIALS	96,900	0	0	96,900	35,293	132,193	9.0	100.0
Cashier	SEASONAL	5,500	0	0	5,500	490	5,990		100.0
Tax Cashier	SEASONAL	5,500	0	0	5,500	651	6,151		100.0
Total Tax Receiver - 1330		275,132	0	1,100	276,232	125,182	401,414		

*Employee split between Tax Receiver & Town Assessor

NOTES:

