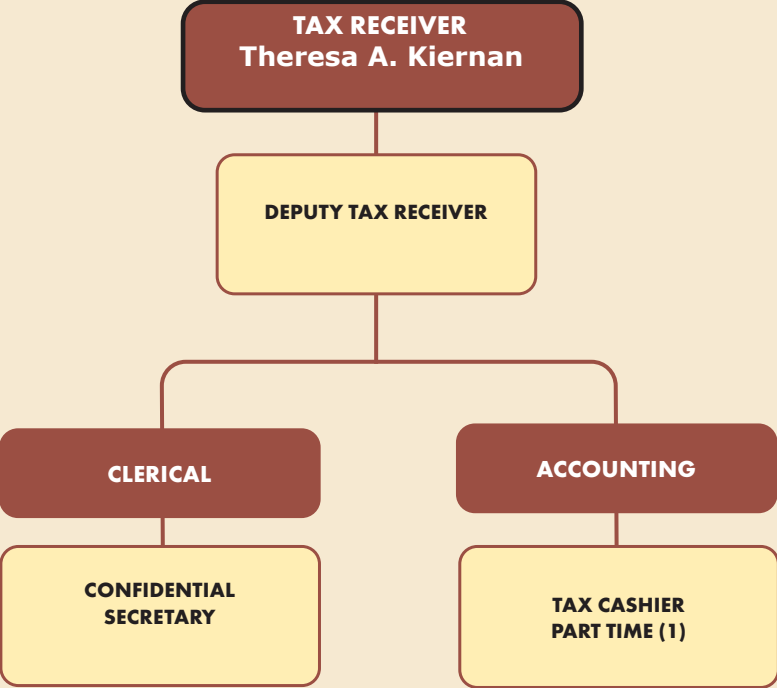


TAX RECEIVER

Main Line: 702-2470

Fax: 287-5732



TAX RECEIVER - SUMMARY

Department: Tax Receiver

Budget Year: 2024

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 1,050 corrections processed for the 2020-21 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. Expand use of Electronic forms of communication and payment options for taxpayers.
2. 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.
3. Provide assistance and workload support to the Town Assessor's office.

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 1/1/24	Alloc. %
Tax Receiver													
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	71,617	0	0	71,617	36,756	5,503	8,056	577	50,892	122,509	1.3	100.0
Deputy Tax Receiver	ADMINSUPPORT	92,004	1,841	0	93,845	36,756	7,210	10,556	743	55,265	149,110	7.2	100.0
Town Tax Receiver	ELECTOFFICIALS	122,283	4,892	0	127,175	17,244	8,473	14,304	990	41,011	168,186	17.0	100.0
Cashier	SEASONAL	16,272	0	0	16,272	0	1,250	0	145	1,395	17,668		100.0
Total Tax Receiver - 1330		302,176	6,733	0	308,909	90,756	22,437	32,916	2,455	148,564	457,472		

NOTES:

