

## **Assistant Tax Collector**

### **Definition**

Skilled secretarial, clerical and record keeping work in collection of all taxes, recording in the Munis system, and balancing daily receipts.

### **Supervision**

Works independently under the general supervision of the Tax Collector.

Performs responsible bookkeeping and record keeping procedures according to the state laws regarding real estate and excise taxes.

### **Job Environment**

Work is performed under typical office conditions, with constant interruption from the general public.

Operates computer and standard office equipment such as typewriter, calculator, copier, fax machine, and telephone.

Makes regular contacts with the general public, local businesses and other Town departments requiring excellent customer service skills. Communication is made by personal discussion or by telephone.

Errors can result in delay, confusion, and loss of money.

### **Essential Function**

Receives payments of real estate and all motor excise taxes, keys into the Munis system, runs a tax receipts register, balances, enters into cash book to be turned over to the Treasurer by the Tax Collector. Makes bank deposits. **MUST BE BONDED.**

Assists with the envelope stuffing for real estate bills. Assists and mails demands on all taxes when overdue. Sends computer list to deputy collector when demands are not paid. Sorts returned mail for real estate and excise bills.

Assists with the handling of Municipal Lien Certificates.

Types a variety of letters, memos, reports and other documents.

Because we are both the Town Clerk and Tax Collector departments both assistants are required to do jobs for the other when necessary. Telephone questions can be answered by the person who picks up the phone if possible. We respond to numerous questions regarding taxes. Mail pickup and sorting can be done by anyone. The assistant Tax Collector should be familiar with birth, death, and marriage certificates and general town clerk information for the public.

## **Recommended Minimum Qualifications**

### **Education and Experience**

High School education, two years of related work experience in a municipal environment including experience in working with the public, or any equivalent combination of education and experience.

### **Knowledge, Ability and Skill**

*Knowledge:* Knowledge of office procedures. Ability to deal with the public in a courteous and tactful manner. Basic computer knowledge especially in the Munis system. Should be familiar with the general laws regarding real estate and motor excise taxes.

*Ability:* Ability to understand and follow instructions and to work independently in processing of taxes.

*Skill:* Skill in operating the computer and related tax processing is required.

### **Physical Requirements**

Ability to operate the computer keyboard at efficient speed and sit at the computer for long period of time.

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Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time. Position may require standing and walking for long periods of time at polling places and during elections.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*