

THE TOWN OF OXFORD is seeking applicants for a full-time Tax Clerk.

Under general supervision of the Tax Collector, the Tax Clerk performs clerical duties in the collections of real estate, motor vehicle and personal property taxes, in the Tax Collector's Office; maintain and post-tax records; and perform other related work, as assigned.

Minimum requirements include a high school diploma, must be detailed oriented with the ability to multitask, ability to perform clerical work associated with the maintenance of tax collection records, able to deal tactfully and courteously with the public and ability to work flexible hours. Must be certified as a Connecticut Municipal Collector within five (5) years of being hired.

The employment application and job description is available on the town website at www.oxford-ct.gov. Applications will be reviewed on a continual basis until the position is filled. Please submit your application and resume by 10/16/19 to the Office of the First Selectman, c/o Administrative Assistant, 486 Oxford Road Oxford CT 06478 or to adminassistant@oxford-ct.gov