

TAX COLLECTOR CLERK

TITLE: TAX COLLECTOR CLERK

GENERAL DESCRIPTION:

This is a very responsible technical and clerical position involving the collection, documentation and reporting of Municipal taxes, WPCA Sewer bills, and Aircraft billing. This position assists throughout the day within the tax office. This position is in place to perform work related to the Tax Office, including but not limited to taxpayers, the Tax Collector, heavy phone volume, attorneys, title searchers, etc. The Tax Collector Clerk ultimately reports to the Tax Collector in a professional demeanor with the utmost of respect for the taxpayers he/she serves.

Essential Job Functions:

- Communicate effectively both orally and in writing
- Operate computer terminal, validators, fax machine, remote bank deposit, and other office equipment as needed to complete the tasks of the job.
- Receive and respond to public inquiries relative to taxes both current and delinquent, on the telephone, in writing and in person...
- Read, interpret, apply and explain all rules, regulations, policies and procedures as needed relative to the Tax Office and as directed by the Tax Collector or designee
- Maintain cooperative and effective working relationships with elected and appointed officials, town employees and members of the public
- Ability to balance daily activity at the end of the day, week, month and year

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Helps in sending out bills for July and January; collection of all taxes pertaining to Grand List, Sewer Assessments, User Fees and Aircraft - keeps delinquencies in order and applies appropriate interest; liens and releases property at direction of Tax Collector. Must have an excellent rapport with the public, both on the telephone and in-person contact.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school, preferably with courses in Microsoft, Excel and bookkeeping and two (2) years experience in clerical work involving banking or allied fields; or an equivalent combination of employment and training which will provide the knowledge, skills and abilities required.

KNOWLEDGE, SKILL, AND ABILITIES:

- Considerable skills in business mathematics
- Good ability to enforce regulations with firmness and tact

SPECIAL REQUIREMENTS:

None

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work performed in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The 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.