

Position Purpose:

Performs moderately complex clerical work and provides administrative support to the operations of the Tax Collector's Office. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below 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.)

- Responsible for providing services associated with the Tax Collector operations, to the public in a timely and efficient manner.
- Processes and sends tax bills, delinquent tax bill notices, and supplemental bills.
- Sends information to and works with Title Search Companies to legally notify all lien holders.
- Assists the public by accepting payment for various types of property taxes and applies to the appropriate account. Answers questions from residents, attorneys, mortgage companies, etc. regarding the tax process.
- Prepares deposits for the Treasurer and verifies payments received corresponds to control ledgers.
- Records liens, deeds, land use change, and lien redemptions at the Registry of Deeds.
- Prepares daily, weekly, monthly and yearly financial reports and deposits with the town and state.
- Files, records and/or performs related data entry to all transactions.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma or equivalent; Associates Degree in Business, Secretarial Sciences or related field desirable; three to five years' experience in dealing with the public and some bookkeeping; or any equivalent combination of education and experience. Must be a resident and be bondable.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the principles and practices of office management; and knowledge of department rules and regulations. Knowledge of the operations of town government and municipal law. Knowledge of bookkeeping and computer hardware.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to operate standard office equipment. Ability to multi-task and prioritize assignments. Proficient skills with computers.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills, interpersonal and problem-solving skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems

Supervision Received: Works under the general direction of the Tax Collector.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, town departments and officials, real estate agencies, tax service agencies, banks and mortgage companies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to all department-related confidential information, including resident information and tax records.
- Errors could result in delays or loss in service and/or legal or financial repercussions for the town.

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.