

**JOB DESCRIPTION
TOWN OF EASTON**

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TAX COLLECTOR

GENERAL STATEMENT OF DUTIES:

The Tax Collector is responsible for the collection of all real estate, personal property and motor vehicle taxes and the maintenance of all records to insure proper accounting of funds.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman.

SUPERVISION EXERCISED:

Supervises the Assistant Tax Collector.

ILLUSTRATIVE DUTIES:

Supervises the preparation and mailing of tax bills, and the collection of current and delinquent taxes in accordance with State statutes.

Responsible of the tax collection of real estate tax, motor vehicle tax, personal property tax and special assessments.

Prepares tax liens and lien releases.

Prepares periodic reports for the First Selectman, Comptroller, State Tax Commissioner and the Board of Finance.

Generates reports necessary for collection enforcement of delinquent accounts.

Investigates tax complaints and determines adjustments, if appropriate.

Prepares and publishes information regarding tax matters for the public.

Processes Elderly Tax Relief applications and allocates qualified deductions to real estate tax.

Performs related work as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITIES:

Thorough knowledge of State statutes and Town regulations governing the collection of taxes.

Knowledge of municipal accounting principles and practices.

Ability to establish and maintain effective working relationships and to plan and supervise the work of others.

Ability to deal firmly and fairly with the general public and to exhibit good judgement in tax collection problems.

EXPERIENCE AND TRAINING:

A Bachelors Degree from an accredited College or University in Accounting, Business Administration or Public Administration and three (3) years experience in tax collection, accounting or related work. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.