



Job Posting

Assistant Tax Collector

The Town of Easton is seeking an Assistant Tax Collector. Duties include, but are not limited to, providing administrative and technical support to the Tax Collector, working with taxpayers, collecting taxes and processing payments, and ensuring proper accounting of funds. This is a nineteen-and-a-half (19.5) hour per week position. It is not benefits eligible.

The candidate must possess an Associate's or Bachelor's Degree in Accounting, Business Administration or Public Administration and possess one (1) year's experience in a municipal office, preferably tax collection. The candidate must also be able to complete Connecticut Certified Municipal Collectors' Class I: Introduction to Connecticut Tax Collection Administration and Law Class, as well as Class II: Connecticut Tax Collection Administration and Law. Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position will also be considered.

A background check and drug screening will be performed prior to hiring for this position.

Work hours are: Monday, Wednesday, and Friday, 9:00 am - 4:30 pm.

Salary is \$20.68 per hour.

Please email resume and cover letter to Leah Iannucci at liannucci@eastonct.gov

Or mail to Leah Iannucci, Human Resources
Easton Town Hall
225 Center Road
Easton, CT 06612

Posting date 22 April 2024