

**JOB DESCRIPTION
TOWN OF EASTON**

JOB TITLE: ASSISTANT TAX COLLECTOR

GENERAL STATEMENT OF DUTIES:

Assist the Tax Collector in all aspects of the Tax Collector's duty, including the collection of all taxes and the maintenance of all records to ensure proper accounting of funds. In the absence or inability of the Tax Collector, the Assistant Tax Collector may perform any duties or functions as allowed by State Statute.

SUPERVISION RECEIVED: Works under the general direction of the Tax Collector.

SUPERVISION EXERCISED: None

ILLUSTRATIVE DUTIES: Duties may include, but are not limited to the following:

Assist in the preparation and mailing of tax bills—real estate, personal property, and motor vehicle, and the collection of current and delinquent taxes in accordance with State Statutes.

Process tax payments made to the Town. Provide information on tax data to attorneys, banks, and taxpayers, etc. Respond to all tax inquiries by taxpayers concerning their accounts. Research back taxes and advise Tax Collector of status.

Investigate tax complaints and determine adjustments under the direction of the Tax Collector.

Record new and changed tax information, prepare tax liens and lien releases, and reconcile and prepare deposits.

Prepare special reports; assist the Tax Collector on periodic reports for the First Selectman, Finance Director, Board of Finance, and the State Tax Commissioner.

Process Assessor Change forms as well as refund requests.

Perform related work as required.

QUALIFICATIONS:

Ability to read, understand, and explain Connecticut State laws, regulations, and ordinances that apply to tax collection in the Town of Easton.

Knowledge of municipal accounting principles and practices is preferred.

Ability to establish and maintain effective working relationships and the ability to deal tactfully, effectively, and impartially with property owners and the public.

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

Proficiency with computer software and email systems.

Ability to maintain files and records and to make mathematical calculations.

EXPERIENCE AND TRAINING:

Associate's or Bachelor's Degree from an accredited college or university in Accounting, Business Administration or Public Administration. Also, must 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, plus one (1) years' experience in a municipal office, preferably tax collection, OR any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Board of Selectmen approved 11.02.17

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position. (Revised 11.2.2017)