

Town of Scotland, CT
Assistant Tax Collector
Job Description

Job Title: **Assistant Tax Collector**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date: 1-6-11

Job Desc. Last Review Date: 1-6-11

Job Desc. Approved By: **Scotland BOS** Date: January 6, 2011

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

This position is hired (by the Tax Collector) and provides varied administrative and technical support to the Tax Collector. In the absence or inability of the Tax Collector, the Assistant Tax Collector may perform any duties or functions as allowed by State Statute.

This position is responsible for administering duties imposed by the Connecticut General Statutes and ordinances of the Town of Scotland. Work responsibilities include professional, technical and administrative work in the recording and collection of local property taxes.

JOB DUTIES

1. Receive instruction and direction from the Tax Collector and work according to established office procedures and Connecticut Statutes pertaining to the office of Tax Collector.
2. Assist in the planning and coordination of tax collection functions.
3. Participate in the processing of tax bills, and the tracking of tax collections. Create and distribute tax collection reports.
4. Provide public records and information to citizens, the media and other agencies as requested.
5. Assist in preparing monthly reports and balancing monthly deposits with the town Treasurer.
6. Research and resolve taxpayer complaints and concerns.
7. Review, research, and answer tax related correspondence.
8. Review notices of bankruptcy.
9. Apply various techniques and procedures to locate individuals by working with local and state departments, outside agencies and other sources.

10. Set terms and methods of repayment as established by the Tax Collector.
11. Work with tax software vendors.

In addition to the duties listed above, the Assistant Tax Collector is obligated to meet any responsibilities mandated by Connecticut General Statutes.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Under the direct supervision of the Tax Collector.

QUALIFICATIONS

The following skills and qualifications are helpful in being prepared to perform the duties of Assistant Tax Collector:

1. Associate or Bachelor's Degree, and at least two years of related experience is helpful; or any equivalent combination of education and experience.
2. Ability to read, understand and explain Connecticut State laws, regulations, and ordinances that apply to tax collection in the Town of Scotland.
3. Proficiency with computer software including computerized tax systems and email systems.
4. Ability to maintain files and records and to make mathematical calculations using a calculator.
5. Ability to accurately record and maintain records.
6. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
7. Ability to communicate effectively verbally and in writing.
8. Must be bondable.
9. Ability to attend tax collection training provided by the State of Connecticut, the Connecticut Conference of Municipalities, or other qualified training.

TOOLS AND EQUIPMENT USED

Telephone system, personal computer and software, copy machine, fax machine and related office equipment.

PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is frequently required to sit for several hours at a time, and talk or hear.

Assistant Tax Collector Job Description

2. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. General office environment.
2. Considerable interaction with town residents.

HOURS

Hours of work are set by the Tax Collector. Normal Town Hall business hours:

- Monday, Tuesday, Thursday: 9am-3pm and Wednesday 12pm-8pm.
Additional weekly hours may be requested by the Town Clerk or Selectmen.

COMPENSATION

1. This is a hired position paid on an hourly basis.
2. The rate of pay is proposed by the Tax Collector and voted on as part of the town budget process. Any travel required is compensated at the prevailing IRS rate.
3. Breaks and lunch/dinner are paid time.
4. Benefits include holidays, vacation, sick and personal time.
5. If this employee works more than 40 hours in one week, the time worked beyond 40 hours is paid at a rate of 1.5 times the regular hourly rate.
6. Pay period is bi-weekly
7. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer.

Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.