



TOWN OF WESTON

Job Opportunity for

Assistant Tax Collector

The Town of Weston seeks an Assistant Tax Collector. Per the current union contract, the position pays \$28.76 hourly and includes full benefits. The hours to be worked average 26.25 per week over the course of a fiscal year.

The purpose of this position is to participate in collecting current and delinquent tax revenues consistent with policies and procedures, applicable laws and statutory responsibilities of tax collection. The work involves the billing and collection of Personal and Property tax revenues; depositing such revenues and maintaining records pertinent to the collection function; calculating any interest or penalties, recording, and reconciling of all receipts and answering customer inquiries. The Assistant Tax Collector is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

A complete version of the job description is available for view and download online at <http://www.westonct.gov/townhall/632730>

To apply, applicants must send a cover letter, resume and fully completed application to Town Administrator Jonathan Luiz no later than Noon, EST on Monday, October 1, 2018. Application materials can be emailed to jluiz@westonct.gov or delivered to 56 Norfield Road, Weston, Connecticut, 06883. Emailing the materials is preferred. If emailing the materials, be sure to sign the last page of the application.

Employment applications are available in the Office of the First Selectman at the Weston Town Hall or online at <http://www.westonct.gov/townhall/632730>

Questions about the position should be directed to Mr. Luiz via email or phone at 203-222-2677. Email is the preferred method of communication.

Note: the final candidate will undergo a criminal background check that will be carried out by the Weston Police Department in conjunction with the State Police.

The Town of Weston is an Equal Opportunity Employer.