

Tax Collector
Town of Weston

Duties include all aspects of administering, supervising, and implementing the billing and collection of \$60M in real, motor vehicle, and personal property taxes. Well developed communication and computer skills a must, as are an Associate Degree (BA preferred) plus min. 3 years relevant experience. Possession of CCMC certification strongly preferred. Must be bondable. Full position description available at westonct.gov. Resume review to begin May 15 and will continue until filled. 30 hr/wk. w/ full benefits. Starting Salary mid \$60s w/ CCMC designation. Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, Ct. 06883, or tlandry@westonct.gov.

TOWN OF WESTON TAX COLLECTOR

Position Purpose:

The purposes of this position is to serve as the Town's elected official in charge of collecting all 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 maintains records pertinent to the collection function; calculating any interest or penalties, recording, and reconciling of all receipts; answering customer inquiries and managing the office and staff; interpret and apply laws, and develop administrative policies pertaining to the collection of revenues. S/he provides for the training and development of staff in contemporary collections practices. The Tax Collector is required to exercise considerable independent judgment in administering and conducting the collection of taxes under state law and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of routine, technical and administrative or management responsibilities requiring an extensive knowledge of automated and manual collection of taxes. Performs responsible duties requiring independent judgment and initiative in planning, organizing, directing and performing the work of the office of the Tax Collector

Supervision Received: Works for the citizens of the Town and reports activities of department upon request to the First Selectman, Board of Finance, Board of Selectmen, Town Administrator and to the citizens through Reports.

Supervision Given: Supervises the Assistant Tax Collector, developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day from the general public at the counter, and sometimes to deal with citizens' issues and problems.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, state officials, attorneys, paralegals, title searchers, real estate agents, bank/mortgage representatives, computer vendor and the general public; communication is frequently in person, by telephone, fax, email and through letters.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Administer, supervise and participate in the billing and collection of real, motor vehicles and personal property taxes by handling collections at office counter and through the mail
- Receive, record and deposit money from tax payments. Process, maintain and reconcile records of taxes received with bank deposits and computer records.
- Prepare tax bills for mailing based on Town Grand List provided by Assessor, which includes updating addresses, processing certificates of correction, linking bills into statement format through use of computer system. Supervise and participate in mailing of tax bills, which includes stuffing and metering envelopes
- Receive and verify payments and bills agree, post payments into computer; follow-up with taxpayers, mortgage companies and banks on unpaid balances or payment discrepancies such as refunds or overpayments; prepare requests for refunds for approval by Board of Selectman and processing through the Finance Director
- Review and analyze collection procedures and data processing applications regularly with software firm
- Investigate tax delinquencies; implement collection procedures in accordance with local ordinances and state statutes including: letters, phone calls, research of land records, filing tax liens, working with State Marshall, Town Attorney or other collection agencies. Prepare suspense list for Board of Finance action
- Meets with the public to explain tax collection policy, procedures and law; investigate and resolve complaints verbally and in writing
- Coordinates with Assessor's office in the recording of new or amended property information; coordinate with Motor Vehicle Department about changes of vehicle ownership and delinquent motor vehicle taxes
- Implement Town Elderly Tax Programs and EMS/Fire Department Abatement Programs by distributing forms, assisting citizens with completing forms, reviewing forms for approval, determining the tax break based on the ordinance's formula and placing abatement information on tax records.
- Supervises, trains, assigns work, counsels and evaluates employees; personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman; Assures safe working conditions for employees

- Prepare and administer operating budget for department; present Budget to appropriate Boards, First Selectman and Town Administrator.
- Submit oral and written special and routine reports to State, Federal and Town officials as required. Consult with State and Town officials on revenue collection matters; prepare official record of all taxes laid and collected

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

Must be an Electorate. Recommended qualifications required would generally be acquired with an Associate's Degree in business administration or related field and more than 3 years of business, accounting or municipal experience, customer service and computer experience desired; or any equivalent combination of education, work experience and training.

Special Requirements:

Connecticut Municipal Tax Collector Certification or ability to attain it within a reasonable period of time desired. Valid Motor Vehicle Operator's license. Must be bondable.

Knowledge, Ability and Skill:

Knowledge: Have or obtain thorough knowledge of the principles and practices of municipal tax collection. Have or obtain thorough knowledge of tax laws, rules and regulations. Have or obtain thorough knowledge of data processing techniques and applications in municipal tax collection and accounting. Considerable knowledge of accounting principles and practices

Ability: Ability to interpret laws and ordinances governing tax collection procedures; ability to utilize data processing applications as they related to the functions of the Collector's Office; ability to plan and prioritize department operations to meet established statutory deadlines to implement a municipal collection program; ability to deal effectively with the people, handle customer service, dispute resolution and difficult taxpayers; ability to prepare reports and operating budget for department; ability to analyze office administration operations and to develop operational improvements; ability to plan, assign and supervise work of others.

Skill: Excellent verbal and written communication skills. Aptitude for working with numbers and details; skill in using the above mentioned office equipment and computer systems; skills associated with the dealing with people and maintaining effective working relationships with various groups; basic skills in accounting and bookkeeping; skills associated with the supervision and training of staff.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-extremes of heat and AC in office			X	
Other-Describe _____				
Other-Describe _____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Moving from sitting to standing at counter				X
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)