

# TOWN OF EAST WINDSOR

## JOB DESCRIPTION

DEPARTMENT: OFFICE OF THE TAX COLLECTOR

TITLE: TAX COLLECTOR  
(Full time position appointed by the Board of Selectman)

POSITION GOAL: Plan, organizes and administers the duties and responsibilities of the office of Tax Collector as required by State Statute, Town Charter and Town Ordinances.

### PRIMARY DUTIES:

- Plans and organizes work of office in accordance with budget making schedule and statutory deadlines.
- Organizes and supervises the preparation and processing of annual tax bills.
- Administers the activities of the office in the functional areas of receiving, reconciling and depositing tax collections on a timely basis.
- Oversees the preparation and updating of rate books.
- Implements collection procedures for delinquent taxpayers.
- Meets and confers with tardy taxpayers to arrange payment plans.
- Initiates enforcement procedures against delinquent non-payers.
- Confers with town attorney on collection and delinquent matters.
- Coordinates with Assessor the recording of new or amended property information.
- Prepares suspense list for Board of Finance action.
- Prepares and submits to State Motor Vehicle Department lists of delinquent motor vehicle taxpayers as required by State Statutes.
- Reconciles Rate Book monthly and with Assessor's Abstract annually.
- Prepares narrative and statistical reports for the First Selectman, the Treasurer, the external auditor and the State Department of Policy and Management.
- Responsible for publishing Notices and Press Releases as required.
- Prepares and recommends office budget to the Board of Selectmen and Board of Finance and administers approved budget.
- Files state reports as required.
- Provides technical assistance and information to other town departments, attorneys, banks and the general public regarding tax policies and procedures.
- Organizes, maintains and updates filing system for the retention of required information and records.
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### ADDITIONAL DUTIES:

Responsible for the collection of sewer assessments, sewer facility connection charges, parking tickets, recycle bin fees and aircraft registrations.

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### SUPERVISED BY:

Administrative direction from the First Selectman or their designee; duties and responsibilities are prescribed by State Statute, Town Charter and Town Ordinances.

### QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a bachelor's degree in Accounting, Business Administration or a closely related financial field and at least two years of increasingly responsible experience in collection, accounting, bookkeeping or related financial work; or a minimum of five years of supervisory municipal experience in tax collection with knowledge of the laws and ordinances governing the town tax collection system.
- Must have working knowledge of computerized tax collection systems and thorough knowledge of the operation of standard office machines.
- Due to the sensitive nature of the position all appropriate background checks and tests must be successfully completed.

### LICENSE AND CERTIFICATION

- Must be a Certified Connecticut Municipal Tax Collector Certification or in the process of receiving certification.
- Must be eligible for bonding.
- Valid driver's license.

### REQUIRED PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to work in an office setting subject to continuous interruptions and background noises.
- Ability to operate standard office equipment including: calculator, facsimile machine, copier, telephone, computer, printer and similar office equipment.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to remember multiple tasks and assignments given to self and others over long period of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to perform gross body coordination and perform tasks that require hand-eye coordination.
- Ability to carry, lift documents and equipment weighing up to 20 pounds.