

TOWN OF CANTON

TITLE: Tax Collector **CLASS:** Department Head/ Exempt
DEPARTMENT : Office of the Tax Collector **DATE :** April 6, 2006 (BoS approval)

POSITION DESCRIPTION

The position, appointed by the Board of Selectmen in consultation with the Chief Administrative Officer, and under the general and functional direction and supervision of the Chief Administrative Officer, is responsible for the collection of revenue in accordance with Connecticut General Statutes, municipal charter and local ordinances.

ESSENTIAL JOB FUNCTIONS

- ? Plans, organizes and directs work involved in established collection cycle to ensure timely and accurate billing, payment and accounting of assessed taxes.
- ? Monitors records of delinquent taxes; arranges and approves payment plans for delinquent taxpayers; initiates enforcement procedures against delinquent taxpayers, in consultation with Town Attorney.
- ? Coordinates with Town Assessor the recording of new or amended property information.
- ? Annually reconciles tax rate book with Assessor's abstract and prepares tax suspense list.
- ? Prepares and files statutorily required reports with appropriate State agencies such as Office of Policy and Management.
- ? Prepares tax warrants, suspense items, lists, statements of uncollected taxes, foreclosures and bankruptcy petitions.
- ? Prepares and files certificates of lien for the continuance of liens.
- ? Formulates and prescribes policies, work methods, and procedures for subordinates in the collection of property tax revenues and other Town revenues including preparation of bank deposits.
- ? Interfaces with Assessor's Office, Finance Department and Town Clerk on a regular basis.
- ? Responsible for development, distribution and filing all required reports, lists, legal notices and other required documentation.
- ? Responsible for management and supervision of Departmental personnel; evaluates job performance and completes performance appraisals.
- ? Assigns collection duties to staff supervised; audits daily work including daily deposits, voided payments, etc.
- ? Prepares annual budget request and responsible for controlling approved budgetary expenditures.
- ? Prepares a variety of reports for the Board of Selectmen, Chief Administrative Officer, and state agencies.
- ? Performs related work as required or requested by the Chief Administrative Officer and/ or his/ her designee.

ADDITIONAL JOB FUNCTIONS

- ? May perform additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ? Commitment to excellence in customer service.
- ? Extensive knowledge of the State of Connecticut statutes relating to the functions of revenue collection.
- ? Thorough knowledge of contemporary procedures and practices of revenue collection.
- ? Thorough knowledge of modern office practices, including the handling and accounting of large sums of money.
- ? Ability to apply State and federal laws, town ordinances, departmental policies, procedures, rules and regulations to determine necessary action.
- ? Ability to digest, review and disseminate large quantities of information to the proper authorities.
- ? Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- ? Ability to perform basic mathematical computations.
- ? Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons.
- ? Ability to monitor new issues and techniques appropriate to Tax Collector functions and responsibilities.
- ? Ability to understand municipal operations and budgetary impacts.
- ? Ability to operate data and word processing equipment and computer terminal(s) to access, process and retrieve information contained in file records and computer databases.
- ? Knowledge of and ability to interpret all current Federal, State and local laws, ordinances and policies governing the responsibilities of the Tax Collector.

- ? Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- ? Ability to train, assign, supervise and evaluate office staff effectively.
- ? Ability to communicate effectively both orally and in writing.
- ? Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.
- ? Ability to greet the public and offer assistance.
- ? Sufficient knowledge of the community to serve the public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- ? Works is primarily sedentary in nature.
- ? Ability to sit/ remain/ stand for extended periods of time.
- ? Ability to walk, bend, stoop, and lift books and files of approximately 35 pounds or less.
- ? Works in office setting subject to continuous interruptions and background noises.
- ? Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- ? Exposure to video display terminals on a daily basis.
- ? Ability to work under stress from demanding deadlines and changing priorities and conditions.
- ? Ability to hear normal sounds with some background noise and to communicate effectively.
- ? Ability to concentrate on fine detail with constant interruption.
- ? Ability to attend to task/ function for more than 60 minutes at a time.
- ? Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- ? Ability to move throughout the Town Hall and other Town buildings and sites.
- ? Ability to get into and out of an automobile.
- ? Ability to participate in extended night meetings/ office hours during the year.
- ? Ability to see objects closely as in reading a map.
- ? Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

- ? The skills and knowledge required would generally be acquired with a Bachelor's Degree in Accounting, Business or a closely related area, with three years of tax office experience including one year of supervisory experience; or Associates Degree in Accounting, Business, or a closely related field with five years of tax office experience, including one year of supervisory experience.

LICENSE OR CERTIFICATE:

- ? Must possess a valid driver's license.
- ? Possession of Certified Connecticut Municipal Collector (CCMC) designation, or the ability to attain such designation within three (3) years of appointment.
- ? Must be bondable in accordance with Connecticut General Statutes.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

