

CITY OF DERBY
JOB DESCRIPTION
ASSISTANT TAX COLLECTOR

TITLE: ASSISTANT TAX COLLECTOR

OBJECTIVE: Under the direct supervision of the Tax Collector, the Assistant Tax Collector assists in completing the City's tax collection activities including the posting of daily receipts, proving deposits and closing books; maintains real and property tax records and performs other related duties as assigned.

ESSENTIAL FUNCTIONS OF THE JOB: Collects and posts daily tax payment receipts into the computer; proves daily and weekly deposits and closes books; receives and posts tax payments from bank escrowing taxes; balances rate books; calculates and collects interest and penalties for late tax payments; prepares reports, daily and weekly deposits, suspense list, etc.

Answers telephone inquiries from taxpayers, banks, lawyers and title searchers.

Coordinates the mailing of tax bills to taxpayers and banks and delinquent notices and statements, and imprints bank codes on bills.

Prepares and completes State required reports including Motor Vehicle forms and releases, and reports to the Treasurer.

Assists in working at the office counter, types, calculates and handles inquiries, non-cash adjustments, reports, notices and statements, postage machine and cash register.

Substitutes for the Tax Collector in his/her absence. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of bookkeeping principles and practices including various tax collection procedures, State Laws and City Ordinances and regulation relating to municipal revenue collection. Ability to prepare reports and maintain financial records. Ability to operate a department computer and other office equipment. Ability to deal with and maintain good working relationships with others in polite and objective firmness tactfully and courteously. Ability to supervise others as required. Must work cooperatively with key members of the public, co-workers, clients and vendors.

REQUIRED EQUIPMENT OPERATION:

Operates office equipment as required including, but not limited to; a personal computer and printer for data entry and word processing; operates a telephone, cash register, department calculator, adding machine, fax machine, copier, mailing equipment and drives a motor vehicle.

REQUIRED PHYSICAL EFFORT:

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Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment; file correspondence and reports; carry reports and equipment.

MINIMUM QUALIFICATIONS REQUIRED: Graduation from high school supplemented by bookkeeping, collections and payment application courses, along with computer knowledge, plus a minimum of one year of related experience or the equivalent. Must also be able to be bonded. Must possess a motor vehicle operator's license and maintain a clean driving record. Exceptional communication and organizational skills are a necessity. Strong knowledge of all Microsoft products including but not limited to: Word, Excel, Outlook, PowerPoint and Adobe. Must be skilled at research and development of excellent record building and maintenance. Must have the ability to manage multiple projects in a fast-paced, deadline driven environment.

A Connecticut Certified Municipal Collector (CCMC) designation is a plus.

Supplemental Information

- Employment is contingent on successful completion of a pre-employment background check, drug screening and proof of eligibility to work in the United States.
- An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> Please also provide a cover letter and resume.
- Applications should be mailed or emailed to humanresources@derbyct.gov

or City Hall, 1 Elizabeth Street, Derby, CT 06418 attn: Human Resources

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

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