

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Collector
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to plan, organize and administer the statutory, charter and ordinance responsibilities of the Tax Collector's Office ~~;~~ and to sSupervises the billing and collections of Real Estate and Personal Property taxes, Water, Sewer and Sanitation charges and related billings. ~~The work is performed under the direction of the Director of Finance.~~

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~• Assumes responsibility for the operations of the Tax Collector's Office in accordance with City Charter and statutory authority. Reviews collection policies and procedures and billing/collection data applications to ensure operating efficiency.~~
- Supervises and organizes the preparation and processing of annual property taxes. Supervises the receiving, reconciling and depositing of tax collections; ~~;~~ i Implements collection procedures for delinquent taxpayers.
- Supervises department staff ~~;~~ a Assists in the selection of new employees ~~;~~ p Provides training and instruction ~~;~~ p Plans, coordinates, assigns and reviews work ~~;~~ m Maintains standards ~~;~~ allocates personnel and evaluates performance. Administers collective bargaining agreement and personnel policy for office employees.
- Organizes and supervises the billing and collection services for special assessments. Organizes and maintains automated system for retaining required information and records.
- Meets and confers with Corporation Counsel and delinquent taxpayers on collection and related matters. ; Provides tax information to attorneys, banking officials, other departments, state and federal agencies and general public.
- ~~• meets and confers with delinquent taxpayers in need of financial planning to meet their tax obligation; sets up payment schedules.~~

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Collector
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

- Initiates enforcement procedures against delinquent taxpayers. Researches bankruptcy claims ~~and~~ ~~researches~~ status of foreclosure accounts ~~;~~ ~~pP~~prepares suspense lists for Council action ~~;~~ ~~pP~~prepares and submits list of delinquent Motor Vehicle taxes ~~;~~ ~~i~~ssues Alias tax warrants.
- Prepares department operating budget under the direction of the Finance Director ~~;~~ ~~a~~Administers approved budget.
- ~~• Administers collective bargaining agreement and personnel policy for office employees.~~
- Reconciles rate book with Assessor's Abstract ~~;~~ ~~pP~~prepares abatement lists ~~;~~ ~~R~~reviews daily deposits and reconciliation reports.
- Coordinates the recording of new and amended property information with the City/Town Clerk and Assessor.
- ~~• Prepares a variety of reports, documents and correspondence ~~;~~ ~~pP~~prepares estimated revenue and expenditure projections ~~;~~ ~~pP~~prepares statistical and narrative reports for various other departments and state agencies. Prepares newsletters and gives talks regarding tax information and procedures.~~
- ~~• Organizes and maintains automated system for retaining required information and records.~~
- ~~• Provides tax information to Attorneys, banking officials and the general public.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Accounting, Business Administration or a related field and at least with three years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

#### Other

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Collector
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

- Position requires Conn. Municipal Collector I, II, and III certifications within three years of hire.

### **PREFERRED QUALIFICATIONS**

None.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
- ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as tax warrants, liens, census reports, payment agreements, land records, manuals, non-routine correspondence, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Mayor and all department personnel, other City departments, state and federal agencies, attorneys, law enforcement personnel, title searchers, taxpayers and the public.~~Ability to operate, calibrate, tune, synchronize and perform complex rapid adjustments on equipment machinery and tools
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.
- Must possess accounting skills
- Ability to R~~r~~elate to and interact with a non-traditional and diverse student and employee population
- Ability to W~~w~~ork independently
- Ability to A~~a~~pply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Collector
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to eEvaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Collector
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to*

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Collector
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

*qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/16/15
<b>Dates revised</b>	