

TAX COLLECTOR – JOB DESCRIPTION

Hired by: Select Board and Town Administrator

Weekly Hours: 30 hours

Reports to: Town Administrator

Hourly Pay Range: \$15 - \$19

Nature of Work:

This is primarily public collection and clerical work receiving funds from the collection of various excise and property taxes.

Essential Duties and Responsibilities:

- Prepares and issues all real estate and personal property tax bills in a timely fashion after receiving the tax commitment.
- Processes and collects excise taxes for newly registered and renewal registered automobiles.
- Receives and processes all tax payments by mail; records and balances all payments.
- Prepares all reports of tax collections and reports to the State on excise taxes and registrations.
- Confirms cashbox totals before each open and after each close.
- Submits daily receipt report to Fiscal Officer.
- Respond to requests for tax information.
- Prepares a monthly report of tax collections and other receivables.
- Prepares cut-offs: procedures for end-of-year work/financial audit.
- Issue 30-day tax lien notices on unpaid property taxes.
- Submits tax liens to Fiscal Officer for collection.
- Orders and maintains departmental supplies.
- Issues birth, death, and marriage certified copies.
- Issues various licenses such as marriage, hunting, fishing and dog licenses.
- Performs additional duties are assigned.

Requirements of Work:

- Working knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of the lien process.
- Working knowledge of the principles and practices of municipal cash management.
- Thorough knowledge of excise tax collection: laws, updates.
- Ability to prepare regular reports on tax collection activities.
- Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
- Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Training and Experience Required:

High school graduation, plus experience in the collection and management of monies; knowledge of the laws pertaining to property and excise taxes; or any equivalent combination of experience and training. **Tax collection experience strongly preferred.**

- Must take motor vehicle registration within 6 months of hire date or when course is first offered.
- Must take tax lien procedure training within 6 months of hire date or when course is first offered.
- Must take the licensing workshop within 6 months of hire date or when course is first offered.
- Must take vital records within 12 months of hire date or when course is first offered.
- Must become a certified notary public within 12 months of hire date.