



Deputy Tax Collector

Job Description

General:

Performs moderately complex clerical work associated with tax collection, billing and accounting operations of the Tax Collector's office. The Deputy Tax Collector must be able to perform all the duties of the Tax Collector in his/her absence and is responsible to comply with applicable state laws and local policies.

Accountability: Reports to Tax Collector.

Equipment used: Computer, typewriter, calculator, telephone, copy machine, folder/insertor and other office equipment.

Environment: Inside: 99% Outside: 1%

Examples of Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position but are not a complete listing of duties:

1. Accurately perform detailed work with numerical data and make arithmetic computations rapidly and easily.
2. Works closely with taxpayers and others in person, by telephone, by mail and/or email. Provides research as needed, prepares appropriate responses and gives assistance and advice on a variety of matters while maintaining a friendly, service oriented atmosphere.
3. Attend to many items simultaneously, and /or in sequence.
4. Prepare routine financial statements and reports associated with tax collection activities.
5. Receives, records, reconciles and deposits funds daily.
6. Maintain records of the organization in accordance with laws, regulations and generally accepted practices. Assists in the tax lien and tax deeding process, which includes preparing reports, certified lien letters, notices to mortgagees and other letters as necessary.
7. Maintain an appropriate level of confidentiality regarding records of the organization.
8. Interpret and apply statutes, rules, regulations and policies.
9. Follow oral and written instructions.
10. Speak clearly and effectively.
11. Processes and tracks the collection of bad checks.
12. Assist with tax record retention and preservation.
13. Maintain effective working relationships with other employees and the general public.
14. Administers the tax collection operation in the absence of the Tax Collector when authorized.
15. Perform other duties as assigned.

Other Training, Skills and Experience Requirements:

High school diploma or GED. Knowledge of basic accounting practices. Ability to speak and write well with correct grammar. Operational knowledge of computer hardware and software and ability to learn new programs. Desire at least three years of experience in an office environment performing clerical and bookkeeping or accounting work. Demonstrated skills in accuracy and meeting deadlines. Ability to establish a working knowledge of statutes, rules, regulations, policies and procedures. NHTCA Certification is desired, but can be earned during employment. Must be willing to attend Tax Collector's conference and workshops as required.

Other Considerations and Requirements:

Person must be able to be bonded. This is a part time hourly year-round position whose hourly schedule and total can vary depending upon workload, especially during tax collection times and in the absence of the Tax Collector. This position may require coverage of other departments, as needed, and the acquisition of other basic skills to cover these departments. Job often entails routine and repetitive tasks, that once learned, can be executed under general supervision. Work may be checked to insure accuracy and completeness of tasks. This is a relatively sedentary position and the employee is not required to do extensive physical exertion. Employee is occasionally required to do lifting of boxes. Job requires standing for moderate periods of time. Employee is typically able to sit and stand as needed. Person is expected to dress appropriately to represent the Town to the public.