

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Account Clerk I (Tax Collector)	DIVISION:	Finance and Records
REPORTS TO:	Collector of Revenue	FLSA STATUS:	hourly, Nonexempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA - 9
DATE PREPARED:	July 23, 2001	DATE APPROVED:	August 14, 2001

SUMMARY

The function of this position is to provide varied and responsible office-administrative and clerical work for the Collector of Revenue Office. This position will perform technical collection and clerical administrative work in the billing, collecting, and crediting of taxes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and organizes work according to established or standard office procedures

Work involves responsibility for receiving payments of taxes and other revenue, issuing receipts and making deposits

Duties include processing mail, cashiering, customer service, counting and verifying money and keeping a variety of records

Receives payments from mail and walk-in payers/Verifies payment amounts and processes payments accordingly/Issues receipts

Assists in preparing delinquent and current tax notices including calculations of interest

Supplies accurate tax information to Title Searchers, Attorneys, Banks and the general public

Prepares, totals and records bank deposits

Performs related work as required

ADDITIONAL DUTIES

Sets up and maintains office files and records as needed. As assigned, maintains special records. Types reports, correspondence, and performs related clerical work. Operates computer, cash register, calculator, typewriter and other office equipment.

SUPERVISORY RESPONSIBILITIES

The person holding this position will exercise no supervisory authority.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required for this position would generally be acquired with a high school education and two years experience in finance; or a combination of educational and office experience which provides a demonstrated ability to perform the duties of the position. Knowledge of basic office procedures including filing, posting, and basic bookkeeping. Ability to type accurately. Ability to use data computer systems. Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to the mission of the department. Experience in cash reconciliation is highly desirable. Ability to establish and maintain effective working relationships with supervisor, associates, and the customer in person and on the phone. Considerable ability to organize information and to communicate effectively both orally and in writing. Ability to maintain confidentiality of information as necessary.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of business community. Ability to effectively present information and relate to the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form.

CERTIFICATES, LICENSES AND REGISTRATIONS

Not applicable.

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

LIFTING SCHEDULE

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
	X			
Work near moving mechanical parts				
	X			
Work in high, precarious places				
	X			
Fumes or airborne particles				
	X			
Toxic or caustic chemicals				
	X			
Outdoor weather conditions				
	X			
Extreme cold (non-weather)				
	X			
Extreme heat (non-weather)				
		X		
Risk of electrical shock				
	X			
Work with explosives				
	X			
Risk of radiation				
	X			
Vibration				

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

NOISE EXPOSURE

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.