

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Assistant Collector of Revenue	DEPARTMENT:	Revenue Collection
REPORTS TO:	Collector of Revenue	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	C.S.E.A.	CLASSIFICATION:	CSEA - 6
DATE PREPARED:	February 2, 2004	DATE APPROVED:	April 13, 2004

SUMMARY

Provides technical and administrative assistance to the Collector of Revenue in the billing, collecting, and crediting of taxes and related billings or charges; and assumes responsibility of office in the absence of the Collector of Revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives oral or written instructions from the Collector of Revenue

Plans and organizes work according to standard office procedures

Relieves Collector of Revenue of office detail work

Handles routine and non-routine tax matters

Performs tasks in the billing, collection, and processing of property tax bills and other revenue sources, and prepares certificates of correction

Assists in the maintenance of financial records, including receiving and crediting of taxes

Prepares and reconciles daily revenue received by the Collector's Office and other Town departments, and delivers to the appropriate financial institution

Coordinates property transfers, corrections, and changes of address with the Assessor's Office

Prepares and posts tax information into automated revenue system by remote computer terminal

Regularly updates data information through terminal

Advises late payers on requirements and procedures

Arranges for payments as necessary

Administers bad check follow-up procedure

Prepares and sends tax lien notices, searches land records to assure accuracy in lien notes

Provides information and assistance to attorneys, banking officials, and members of the general public

May prepare delinquent motor vehicle lists for Department of Motor Vehicles

Analyzes and recommends improvements to automated collection system as needed

May confer with Town Attorney in collection and related matters

Reports work accomplished to the Collector of Revenue

ADDITIONAL DUTIES

Develops and implements office operating procedures and policies

Performs arithmetic computations requiring absolute accuracy in examining, verifying, and correcting taxes, and interest amounts

Screens and refers incoming mail

Composes routine correspondence and other materials

Performs all other related duties as assigned

SUPERVISORY RESPONSIBILITIES

Assumes responsibility of the office in the absence of the Collector of Revenue

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with an Associate's Degree in Accounting, Business Administration, or some closely related field and three years of increasingly responsible experience in accounting, bookkeeping, collection, or office administrative experience or an equivalent combination of formal education and practical experience totaling five years. Knowledge of tax and assessment policies and procedures. Working knowledge of land records and other related legal instruments. Ability to perform accurate mathematical computations. Ability to explain tax policies and procedures to members of the public. Ability to enter and retrieve information in an automated revenue system. Ability to develop and implement office operating procedures and policies. Must have ability to operate or learn and regularly use office equipment and computer software sufficient to perform all required tasks of the position. Ability to represent Collector of Revenue as required. Ability to maintain confidentiality of information.

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 residents, regulatory agencies, or members of business community. Ability to effectively present information.

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 or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES AND REGISTRATIONS

Attain designation as a Certified Connecticut Municipal Collector at time of application or within three years of appointment date is required. Maintaining this certification is a condition of continued employment.

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	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		
Vibration		X		

LIFTING SCHEDULE

	Amount of Time			
	Never	Seldom	Occasionally	Frequently
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			

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.

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				

NOISE LEVELS

- 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.