

**Statement of Duties:** The Tax Collector is responsible for the collection of real and personal property taxes and special assessments and the recording of all payments made to the Town, reconciling accounts and implementing procedures regarding delinquent taxpayers in accordance with local, state and federal laws and regulations. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Finance Director, the employee is required to plan and carry out work in accordance with local, state and federal laws, standard operating practices, and previous training with responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's work activities including work methods and the scheduling of staff. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, monetary loss, or legal repercussions to the Town.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office setting subject to frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** The employee has constant interaction with co-workers, the public, groups, and/or individuals such as local or state agency staff, peers from other municipalities, representative's of professional groups. The employee serves as a recognized authority and spokesperson for the department in matters of considerable importance, including departmental practices, procedures, regulations laws, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Oversees and administers the department's printing, mailing, and collection of tax bills (real estate, personal property and special assessments in accordance with local and state guidelines and applicable laws.

Posts abatements, refunds and new receivables and sends out corresponding paperwork; monitors the status of monthly and annual collections and compares with trial balance of collections and

Prepares department collection activity reports as required.

Prepares and conducts tax sales- figures redemptions and do deeds; prepares assignments of Tax Title properties.

Notifies delinquent tax payers in writing of the placement of liens/deeding of their property in for unpaid taxes; identifies and notifies in writing lien holders; pass Collector Deed's to the Town as necessary.

Receives and responds to inquiries from the public and officials for information pertaining to the collection of taxes owed to the Town.

Reconciles and balances the department's cash book and bank statements; balances accounts on a monthly basis with the Town Treasurer and the Town Accountant.

Prepares an annual report of the department's collection activities for the Tax Collector's Annual Report.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree or an equivalent master craftsman level of trade knowledge in finance, accounting or a related field; a minimum of three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** As a condition of employment, the employee must be bonded and complete a CORI background check. Must possess or have the ability to obtain a RI State Tax Collector's Certificate within three (3) years of appointment.

**Knowledge, Abilities and Skill:**

**Knowledge:** Knowledge of accounting and collection practices and procedures; working knowledge of office software including word processing and spread sheet applications and the Internet in support of department operations; working knowledge of standard office operating procedures and related equipment. Knowledge of State laws and regulations pertaining to the administration of Tax Title procedures.

**Abilities:** Ability to communicate appropriately and effectively with disgruntled members of the public; ability to learn and to train staff members; ability to be bonded as a collector; good judgment and tact in dealing with sensitive taxpayer situations. Ability to complete multiple tasks in a detailed, accurate, and timely manner. Ability to enforce regulations and/or laws in a consistent, impartial manner.

**Skill:** Proficient interpersonal, oral, and written communication skills. Effective business math, personal computers, organizational, and customer service skills.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting or standing for extended periods of time in order to perform work tasks with intermittent periods of stooping and reaching with hands and fingers to operate department equipment and to reach for department materials.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform a wide range of activities including but not limited to the moving of objects, operating a personal computer, office equipment, keyboarding, as well as the filing or sorting of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change*