

**JOB DESCRIPTION
TAX COLLECTOR
GRADE 11**

NATURE OF WORK

The Tax Collector is responsible for meeting the collection goals set by the Town administration, fiscal officer and Board of Finance. The Tax Collector plans, trains and directs a staff of six and makes decisions regarding billing; timing of delinquent notices and enforcement actions available under state statute.

EXAMPLES OF DUTIES

- Administer the collection of current and delinquent taxes, sewer use, sewer assessments, interest and other chargeable fees
- Develop a daily, monthly, quarterly and annual system of reporting amounts collected
- Agree totals reported to bank deposits, tax system software and the MUNIS general ledger
- Monitor changes in state statutes, recommends improvements in local ordinances and implements relevant laws and regulations
- Agrees rate book amounts, exemptions, credits and other adjustments to the Assessor's Abstract, prior to issuance of tax bills
- Coordinates collection efforts with Information Technology, Assessor, Town Clerk, Building and Health Departments
- Select the most effective enforcement tools including, but not limited to delinquent notices, lien filing, DMV reporting, issuance of Alias Tax Warrants, jeopardy collection, revocation or non-approval of permits, tax lien assignment or tax sale
- Manage the online payments program and resolves differences between postings and deposits
- Record payments processed by People's lockbox service and escrow tax services; reconciles exceptions. Insure that funds are received, processed and posted promptly,
- Draft office budget and account for expenditures
- Reviews legal issues with the Town Attorney and defends collection actions in court as needed
- Appear before the Board of Selectmen, Board of Finance and Representative Town Meeting on all tax matters as required.
- Annually recommends uncollectable accounts for suspense to the Board of Finance
- Confer with taxpayers to resolve conflicts, questions or complaints
- Communicate tax information to the public through pamphlets, articles, legal notices and online

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE SKILL AND ABILITY

- Minimum 5 years experience in a tax office
- 4 year college degree in accounting or business, or equivalent combination of education and qualifying experience
- Attain the “Certified Connecticut Municipal Collector” designation within 3 years of appointment
- Extensive knowledge of tax collection laws and practices
- Ability to supervise people and manage resources to meet established collection goals
- Superior oral and written communication skills; effective working relationships with elected/appointed department heads and hired staff
- Advanced computer skills including Windows, Word, Excel and PowerPoint

SPECIAL REQUIREMENTS

- Willingness to attend Board of Selectmen, Board of Finance and Representative Town Meetings as required

WORKING CONDITIONS

- Normal office environment

SALARY RANGE \$77,118 – 97,632

EXCELLENT BENEFITS

APPLY TO: Town of Fairfield
Human Resources
725 Old Post Road
Fairfield, CT 06824

DEADLINE FOR APPLICATIONS: February 28, 2012