**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Tax Collector’s Office*

## *Tax Collector*

##

## GENERAL STATEMENT OF DUTIES:

The Tax Collector has full responsibility for successful operation of the Tax Office. The Tax Collector’s Office must adhere to the general statutes of the State of Connecticut. The Office of Policy & Management is the general authority.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Maintain a daily balance of collections and bring deposit to bank
* Maintain a monthly balance collections, report to Finance Director
* Twice annually prepare tax notice for local papers
* Annually prepare office budget and present to Board of Finance
* Order supplies as needed
* Maintain records retention, get approval from state to destroy
* Report take-off of motor vehicles to DMV twice monthly
	+ Each February and August conduct a purge of motor vehicles from the listing and start fresh with delinquent motor vehicles
* Print and review monthly late statements.
* Each month review delinquent tax payers.
	+ Send demands, send warrants to State Marshall, refer accounts to collection agency
* Each quarter, complete collection report for the Census Department
* Annually process firefighter/EMT tax abatement
* Annually place liens on land records for unpaid property taxes
* Annually prepare rate bill & tax warrants for Selectmen.
* Annually prepare M1 report which reports billing to the Office of Policy Management.
* Annually prepare reports to be filed with Town Clerk including refunds, uncollected taxes, abatements and certificates of change, suspended accounts
* Prepare water assessment bills for April 1st & November 1st
* Perform other miscellaneous duties, as needed.
	+ Contact non escrow lenders to report delinquent properties
	+ Conduct tax sales as directed by State Marshal
	+ Contact Probate Court as needed
	+ Place liens on properties for unpaid car taxes
	+ Review bankruptcy notices as received and file proof of claims.
* Maintain office security
* Attend meetings and conferences pertinent to Tax Collectors for continuing education
* Offer consultation to delinquents
* Work in conjunction with auditors, title searchers, appraisers, and attorneys

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Finance Director
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

* Oversees Tax Collector’s Office Employees

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of current Connecticut law and administrative practices involving secured and unsecured property tax collections.
* Ability to read, understand and explain Connecticut State laws, regulations, and ordinances that apply to tax collection in the Town of Seymour.
* Knowledge of laws, regulations and legal procedures applicable to the collection and enforcement for various kinds of delinquent accounts.
* Skills to define problems, analyze data, draw logical conclusions, and adopt effective courses of action.
* Ability to adjust to workload changes and work under pressure to meet deadlines.
* Ability to provide clear and concise instructions.
* Must be able to deal tactfully and courteously with the public and maintain effective working relationships with co-workers and those contacted during the performance of duties.
* Must be able to work in a fast paced office environment.
* Supervise automated processing of tax payments, legal documents, and tax information.

## EXPERIENCE AND TRAINING:

* High school graduate or equivalent
* A Bachelor’s Degree in finance, accounting, business management or other relevant field is preferred but not required
* At least four (4) years’ experience in a Tax Collector's Office
* Two (2) years’ experience in supervisory position preferred
* Any equivalent combination of experience and training
* Candidate must possess Certified Connecticut Municipal Collector certification
* Experience working with Quality Data Systems is preferred

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Finance Director, in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.