



ASSISTANT TAX COLLECTOR

The Town of Stratford is currently accepting applications for the position of Assistant Tax Collector.

GENERAL DESCRIPTION:

This is responsible technical and supervisory work involving assisting in the direction of a municipal tax collection operation.

Work involves responsibility for assisting in collecting current and delinquent taxes and Town income from various departments. Duties include supervision of office staff and assisting with policy recommendations, departmental planning, and direction and administration of departmental activities. This position is also invested with making difficult tax collection technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of tax collection work.

SUPERVISION RECEIVED:

Works under the general supervision of the Tax Collector

EXAMPLES OF DUTIES:

Assists in directing the operations of the Tax Collector's Office and administers and evaluates collection activities such as the preparation of tax bills, the receipt of current taxes, the pursuit of delinquent taxes, and the collection of revenues in accordance with state statutes.

Assists in the direction of the accounting of collected taxes.

Reviews, interprets and implements relevant laws, regulations and ordinances.

Prepares tax bills for current and delinquent collections.

Compiles tax collection data and prepares a variety of reports.

Assists in the implementation of data processing methods for tax collection administration.

Confers with banks, Town officials, and taxpayers to provide information and to resolve problems and complaints.

Trains and monitors department personnel in standard procedures and practices.

Process Assessor change forms as well as refund requests.

Assists in personnel actions such as hiring, termination and evaluation.



Acts for the Tax Collector in his or her absence or as assigned.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of tax collection and accounting principles and practices.

Considerable knowledge of Connecticut tax collection laws, regulations and ordinances.

Good knowledge of the principles and practices of public administration as applied to a tax collection department.

Considerable ability in oral and written communications.

Considerable ability to train and supervise the work of others.

Good ability to complete work within deadlines.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, banks, other agencies, and the general public.

Good ability to use QDS, Excel and other relevant computer programs.

QUALIFICATIONS:

An Associate's Degree (Bachelor's preferred) from a recognized college or university, majoring in accounting, finance, or public administration plus three years of experience, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education. CCMC certification preferred or ability to obtain certification within 3 years.

SPECIAL REQUIREMENTS:

May be required to travel short distances on business.

Applications can be found at www.townofstratford.com/humanresources and should be submitted to the following:

Town of Stratford
Human Resources Department
Stratford Town Hall
2725 Main Street, Stratford, CT 06615

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