

## Middletown, CT Job Description

<b>Classification Title</b>	Tax Clerk, Senior
<b>Job Code</b>	
<b>Department</b>	Tax Collector
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to perform technical and clerical administrative work in billing, collecting and crediting taxes, water, sewer and sanitation charges and related billings. ~~Acts in the absence of the Tax Collector. The work is performed under the direction of the Tax Collector/Finance Director.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Receives and credits taxes, water, sewer and sanitation charge payments.~~ ~~Balances monies collected daily.~~ ~~Prepares reconciliation information for the Finance Department.~~ ~~Processes address changes. Processes internal transfers for Finance Department. Prepares and delivers daily deposits.~~
- ~~Researches and processes refunds. Researches insufficient fund checks. Reviews correspondence with customers regarding checks. Processes reversal on checks.~~
- ~~Prepares time cards. Verifies hours accounted for vacation, sick time and personal time.~~
- ~~Maintains financial records and databases; performs data entry; updates foreclosure figures.~~ ~~Balances monthly charges with official payment monthly transaction log.~~
- Prepares, prints, compiles, sorts and prepares for mailing a variety of bills, notices and correspondence. Sorts and mails tax bills and charges. Prints delinquent tax bills. Prepares statistical reports. Processes intent to lien notices and researches necessary information. Places liens.
- ~~Reviews and verifies bills, taxes and interest amounts; verifies accuracy of lien notices; balances and reconciles rate books.~~

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- Provides information and assistance to attorneys, bank officials, title searchers and the public regarding taxes and bills. Coordinates work with other City departments and agencies as needed.
- ~~Initiates correspondence with delinquent taxpayers.~~ ~~Supports monthly payment plans.~~ ~~Updates payment progress.~~ ~~Recomputes taxes, interest and lien status.~~ ~~Assists in collection procedures for bad checks.~~
- Processes and verifies bank requests for escrow accounts.
- Researches bankruptcy accounts to process ~~payments; adjustspayments.~~ Adjusts interest of bankruptcy accounts as mandated by Courts.
- ~~Maintains records of Court decisions determining responsibility of motor vehicle tax payments per divorce decrees.~~
- Assigns work and supervises Tax Clerks. ~~Trains~~ Trains new employee's and monitors progress. Acts in the absence of the Tax Collector.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent. ~~with vocational/technical training in Accounting or a related field with three year's of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

#### Other

~~Position requires Conn. Municipal Collector I, II, and III certifications within three years of hire.~~ CCMC classes toward certification.

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### PREFERRED QUALIFICATIONS

-None.

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### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the a~~Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- ~~Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, checks, bills, liens, reports, spreadsheets, databases, manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Assistant Tax Collector and all department personnel, other City departments, other agencies, taxpayers, title searchers, attorneys and the public.~~Knowledge of state statutes
- Must possess basic accounting skills
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to Pprioritize and assign work
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to eExercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position

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- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/16/15
<b>Dates revised</b>	