

ASSISTANT TAX COLLECTOR
Finance Department/Tax Division

NATURE OF WORK

This position provides direct services to the public, and performs fiscal, administrative functions in the collection, recording, and reconciliation of funds as well as the processing of a wide variety of financial information, and the preparation of financial forms, records, and documents.

The employee of this class serves as a full agent of the Bureau of Motor Vehicles and Inland Fisheries and Wildlife, responsible for the administration of Motor Vehicle and Inland Fisheries & Wildlife registration programs. This position serves as Passport Acceptance Agent, accepting passport applications for the US State Department. This employee also performs a variety of activities relating to the collection of taxes and other municipal revenues. Work is performed under the general direction of the Tax Office Manager although considerable independence is exercised in following established procedures and routines. Work is reviewed through audits, observation, conferences, reports and evaluation of results. This employee has extensive interaction with the public.

EXAMPLES OF WORK

- Administers the full vehicle registration program as the designated agent of the Bureau of Motor Vehicles.
- Administers the registration of the Inland Fisheries and Wildlife Programs as the designated agent of the Dept of Inland Fisheries and Wildlife.
- Accepts passport applications as Certified Passport Acceptance Agent of the US State Department.
- Assists the Tax Office Manager in identifying, planning and scheduling work within the office in order to meet Departmental objectives.
- Interprets and explains the law, policies and procedures for the public and co-workers for the collection of property taxes, acceptance of passport applications and registration of motor vehicles, watercrafts and recreational vehicles.
- Trains new staff in laws and procedures of Motor Vehicles, Inland Fisheries and Wildlife, and Passport Application Acceptance. Assists the Office Manager in training staff in property tax collection procedures and in other functions of the department.
- Assists in generating, recording, and maintaining legal notices, records and documents pertaining to all phases of the real estate and personal property tax lien process. Assists in bankruptcy and property title research.
- Prepares a regular analyses of, and accounting for, registration activities, license plates, forms and stickers for Motor Vehicle and Inland Fisheries and Wildlife. Calculates monies due and ensures payment to the State. Maintains an inventory of plates, forms and supplies.
- Maintains current information and procedural manuals relating to the laws and regulations governing Motor Vehicle and Inland Fisheries and Wildlife registrations. Informs other staff members of regulation changes and answers

inquiries from the public.

- Assists in the development and implementation of procedures to improve control and efficiency of the cash receipt process.
- Answers inquiries and composes routine letters on tax account status. Calculates interest, lien, and related fees.
- Assists in the processing, recording and reconciliation of property tax abatements and supplemental taxes.
- Assists in the researching of tax overpayments, the preparation of authorizations and the maintenance of documentation for tax refunds.
- Assists in the maintenance of files relating to taxpayer bankruptcies.
- Generates mortgage holder reports.
- Evaluates manufacturer's list prices and calculates motor vehicle excise taxes in accordance with State law and established procedures.
- Processes motor vehicle, boat, ATV and snowmobile registrations in accordance with State law and established procedures.
- Receipts and reviews the posting of taxes and various other municipal revenues on the Town's computer systems.
- Generates cash journals, reconciles cash drawers and prepares daily bank deposits.
- Reconciles daily credit card receipts.
- Reconciles bank deposits to daily journals and posts all daily receipts for the Tax Office, Code Enforcement Office, and the Town Clerk's Office.
- Performs the duties (non-supervisory) of the Tax Office Manager in his or her absence.
- Performs related work as may be required in support, or the absence, of other Tax Collection Department personnel.

REQUIREMENTS OF WORK

- Maintain a positive professional attitude with employees and customers.
- Considerable knowledge of laws, regulations and procedures relating to motor vehicle, boat, snowmobile, and ATV registrations.
- Ability to receive and maintain certification as State registration agent for the Division of Motor Vehicles and the Department of Inland Fisheries and Wildlife.
- Considerable knowledge of the laws and regulations relating to the collection of property taxes and delinquent accounts.
- Ability to receive and maintain certification as Passport Acceptance Agent for the US State Department, and knowledge of laws, regulations and procedures relating to passport applications.
- Ability to receive, reconcile and account for large sums of cash.
- Ability to communicate effectively both orally and in writing.
- Ability to compose effective letters and memos regarding customer inquiries or to facilitate dissemination of information to co-workers and supervisors.
- Proficiency in the use of computer systems, personal computers and related equipment to produce customized reports, spreadsheets and

databases.

- Ability to work independently within general limits of procedures.
- Ability to establish and maintain effective, courteous relations with fellow workers and general public.
- Ability to quickly and accurately perform arithmetic calculations.
- Ability to organize and maintain a wide variety of documents.
- Ability to acquire a general knowledge of all Finance Department functions sufficient to perform the job requirements of other Department personnel.
- Ability to receipt, reconcile, and account for larger sums of money.
- Ability to utilize the principles and practices of elementary accounting.
- Knowledge of modern office procedures, practices and equipment.

DESIRABLE EXPERIENCE AND TRAINING

Graduation from high school or equivalent, supplemented by courses in bookkeeping, accounting or related subjects. Experience in cash collections, record maintenance, and public contact. Any equivalent combination of training and experience which permits the effective performance of all job responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment. Minimal physical effort required; normally seated or standing, with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Extensive periods spent operating a desktop computer, requiring hand-eye coordination and finger dexterity; communicating face-to-face and on the telephone.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*** External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**