

Town of Warren Assistant Tax Collector

10-15 hours per week, more during vacation and high volume weeks. Must be professional, accurate, dependable, have strong computer and interpersonal skills, and be bondable. Job description and applications available in Tax Collector's Office 48 High Street, Warren, and at www.warren-ma.gov. Resume and application must be received in Collector's Office no later than August 27, 2015.

TOWN OF WARREN

JOB DESCRIPTION

ASSISTANT TAX COLLECTOR

DEFINITION: Assists the Collector of Taxes with all functions of that office and under the Collector's supervision. Works independently in absence of the Collector. Is expected to learn tax collection procedures and law, and to be accurate. Part time position of 10-15 hours per week. Subject to the personnel by-law.

JOB ENVIRONMENT: Works in the Collector's office in the Municipal Building during normal business hours, which may include one evening. Operates a computer, photocopier, calculator, and typewriter. Collects cash and is required to properly handle the same. Errors could result in financial loss to the town.

ESSENTIAL FUNCTIONS

1. Assist the Tax Collector in the record keeping and collection of taxes, excises, special assessments, water and sewer liens, and certain other charges which are committed as taxes by the Board of Assessors.
2. Assist the Tax Collector to prepare bills for mailing by:
 - A.) Checking current information on homeowners before mailing.
 - B.) Printing and folding bills.
 - C.) Pulling bills for bank escrow accounts.
 - D.) Stuffing and sealing envelopes.
 - E.) On occasion, type bills by hand for certain types of taxes.
 - F.) Assist Tax Collector in preparing Demand bills and Warrant notices for the Deputy Collector.
3. Assist the Tax Collector in the handling of cash and checks.
 - A.) Collect monies, checks, and open and process mail.
 - B.) Enter payments into computer or by hand, when necessary.
 - C.) Cash up at the end of each day to ensure payments posted equal monies collected.
 - D.) Collect payments from the Deputy Collector and record.
4. Assist the Tax Collector in the recording of payments.
 - A.) Enter abatements, refunds, exemptions, corrections, or adjustments on computer as needed.
 - B.) Manually enter or maintain accurate and current records (i.e. monthly summary, end of each month reports, certain tax bills and control book).
 - C.) Type reports, memos, etc. as needed.
5. Assist the Tax Collector in customer service by:
 - A.) Handling taxpayers complaints and/or questions, answer telephone and wait on people in the office with a professional and pleasant manner.

QUALIFICATIONS:

High school graduate with basic secretarial skills, solid ability in basic math and familiarity with operating office equipment, including computer and adding machine.

Prior experience in an office environment, handling cash and working with the public. Must possess good communication skills and maintain a professional appearance and attitude when dealing with the public. Must be able to deal with difficult people in a professional manner and maintain confidentiality when required. Must have the ability to be bonded.

PHYSICAL REQUIREMENTS:

Light physical effort in performing duties. Most time spent seated at a desk or computer. Often required to move about the office and other areas of the building to use the copier and fax machine. Some bending, squatting, or kneeling required for filing. Occasionally required to go to the bank to make daily deposits and to the post office to deliver trays of tax bills or to pick up the office mail.

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