



Position: Assistant Tax Collector/Assistant to the Assessor (Full Time)

Posted: October 11, 2018

Application period ends: October 25, 2018

The Town of Suffield seeks qualified applicants for the position of Assistant Tax Collector/Assistant to the Assessor. This is a full-time, hourly position that reports to the Tax Collector and to the Assessor. 35 hours per week position. The Tax Collector's and the Assessor's Offices are open to the public Monday through Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 1:00 p.m. The typical hour allocation between each department will be 21 hours in the Tax Collector's Office and 14 hours in the Assessor's Office, but may vary depending on departmental needs as determined by mutual agreement of the Tax Collector and Assessor.

General Statement of Duties:

This position performs responsible clerical, technical, administrative and customer service work supporting the assessment of taxable property and collection of municipal taxes. This work requires attention to detail, ability to work with numbers and involves considerable and constant interaction with the public.

Examples of Duties:

In performing the Assistant Tax Collector duties, the employee will:

- receive tax payments and record payments received;
- balance and reconcile financial records;
- perform technical, clerical and administrative tasks involving the collection and recording of municipal taxes;
- prepare deposits, make deposits, and make adjustments to accounts as directed; and perform other related work as assigned.

In performing the Assistant to the Assessor duties, the employee will:

- perform clerical administrative work to support the valuation of taxable property to establish the grand list;
- research property transactions;
- compute and process tax credits;
- provide technical and administrative assistance to the Assessor and Deputy Assessor;
- provide coverage for the Assessor's Office, including answering phones, fielding questions and waiting on customers
- assume delegated responsibilities in the absence of the Assessor and Deputy Assessor; and perform other related work as assigned.

The successful candidate for this position must:

- have knowledge of and strong skills in standard clerical functions, organization, bookkeeping and collection practices and principles, including data entry;
- value quality customer service;
- considerable ability to express oneself clearly and concisely, both orally and in writing;
- have strong interpersonal skills to establish and maintain effective working relationships with coworkers, associates, other departments, agencies and the general public;
- work efficiently and effectively during high volume times with multiple interruptions; and have strong mathematic skills and experience with and aptitude for utilizing data processing technology as it applies to a municipal assessment and tax collection operations and daily office functions.

Supervision: The successful candidate for this position must be able to work independently and will receive guidance and general supervision from the Tax Collector and Assessor.

Minimum Qualifications: High School Diploma or the equivalent and specialized accounting training and three (3) years of responsible collection or bookkeeping experience, including substantial public contact, working knowledge of property tax practices and procedures, or an equivalent combination of education and experience.

Special Requirements: Must have a State of Connecticut Certification as a Municipal Tax Collector and/or Municipal Assessor or pursue immediately after appointment and obtain such certification within three (3) years of appointment. Failure to do so will be grounds for dismissal

Compensation: Town Hall Union pay grade 8 position. Compensation follows according to the Town Hall Union Contract, as amended from time to time.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

How to Apply: Qualified applicants please submit application and resume by closing date of posting. Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Human Resources Director, 230C Mountain Road, Suffield, CT 06078, e-mail: kziemba@suffieldct.gov

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The above posting is intended as a guide and is not a complete description of the position or process