

Town of Scotland, CT  
**Tax Collector**  
Job Description

Job Title: **Tax Collector**

FLSA:  Exempt  Non-Exempt

Job Desc. Effective Date: 1-6-11

Job Desc. Last Review Date: 1-6-11

Job Desc. Approved By: **Scotland BOS** Date: January 6, 2011

This position is:  **Elected**  **Appointed**  **Hired**

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## POSITION SUMMARY

This position is responsible for administering duties imposed by the Connecticut General Statutes and ordinances of the Town of Scotland. Work responsibilities include professional, technical and administrative work in the recording and collection of local property taxes.

## JOB DUTIES

1. Comply with all relevant Town ordinances, and Connecticut Statutes pertaining to the office of Tax Collector.
2. Plan and coordinate tax collection functions.
3. Participate in the processing of tax bills, and the tracking of tax collections. Create and distribute tax collection reports.
4. Provide public records and information to citizens, the media and other agencies as requested.
5. Prepare monthly reports and balance monthly deposits with the town Treasurer.
6. Analyze and evaluate operational procedures pertaining to the tax office.
7. Research and resolve taxpayer complaints and concerns.
8. Review, research, and answer tax related correspondence.
9. Review notices of bankruptcy.
10. Prepare refund requests for BOS approval.
11. Apply various techniques and procedures to locate individuals by working with local and state departments, outside agencies and other sources.
12. Set terms and methods of repayment.
13. Confer with legal counsel regarding steps necessary for the seizure of assets, tax sales, etc.

14. Recommend changes in town ordinance, policy and information systems as needed to support the tax collection process.
15. Work with tax software vendors.
16. Prepare department budget including planning for any capital purchases.
17. Document and maintain operational procedures pertaining to the tax office.
18. Attend seminars and workshops related to Tax Collector duties and responsibilities.

The duties above are illustrative and not all inclusive. In addition to the duties listed above, the Tax Collector is obligated to meet any responsibilities mandated by Connecticut General Statutes.

### **SUPERVISION GIVEN**

Supervision is given to Assistant Tax Collector as needed.

### **SUPERVISION RECEIVED**

N/A

### **QUALIFICATIONS**

Elector of the Town of Scotland.

Although the Tax Collector is an elected official, the following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. Associate or Bachelor's Degree, and at least two years of related experience is helpful; or any equivalent combination of education and experience.
2. Ability to read, understand and explain Connecticut State laws, regulations, and ordinances that apply to tax collection in the Town of Scotland.
3. Proficiency with computer software including computerized tax systems and email systems.
4. Ability to maintain files and records and to make mathematical calculations using a calculator.
5. Ability to accurately record and maintain records.
6. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
7. Ability to communicate effectively verbally and in writing.
8. Must be bondable
9. Ability to attend tax collection training provided by the State of Connecticut, the Connecticut Conference of Municipalities, or other qualified training.
10. Valid Driver's License.

## TOOLS AND EQUIPMENT USED

Telephone system, personal computer and software, copy machine, fax machine and other related office equipment.

## PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is frequently required to sit for several hours at a time, and talk or hear.
2. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

General office environment.

Considerable interaction with town residents.

## HOURS

As required.

## COMPENSATION

1. This is a salaried position. The salary is reviewed and voted on as part of the town budget process.
2. Holiday, vacation, sick and personal time/pay is included in the annual salary.
3. This position is exempt from "overtime" wages.
4. Any travel required is compensated at the prevailing IRS rate.
5. Pay period is bi-weekly
6. There are no retirement or health insurance benefits associated with this position.

The Town of Scotland is an equal opportunity employer.