TOWN OF BEACON FALLS  
10 MAPLE AVENUE  
BEACON FALLS, CT. 06403

TITLE: ASSISTANT TO TAX COLLECTOR  
DEPARTMENT: TAX COLLECTOR

GENERAL DESCRIPTION
This is a very responsible, technical administrative position involving the direction of a municipal tax collection operation following specific CT Tax Collector State Statues. The Assistant Tax Collector administers, directs and participates in the billing and collection of: Real Estate, Motor Vehicle, Motor Vehicle Supplement, Personal Property taxes, and Sewer/Water Assessments. The collection and processing of moneys collected, and the preparation of collection reports. This position also has the responsibility for making difficult tax decisions, and must work well with the Assessor/Tax Collector.

SUPERVISION RECEIVED
Works under the direction of the Town Tax Collector and must maintain good relations with First Selectman, Board of Finance, and Financial Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Helps the public by explaining tax collection procedures and law.
• Investigates and resolves complaints.
• Answers phone, and informs Tax Collector of all problem calls and/or problems.
• Accept payments for all forms of taxes, post to individual accounts, balance daily, and make deposits to bank.
• Open mail – Research all return mail.
• Helps P/T Tax/Assessor Clerk in understanding duties as listed above.
• Evaluates current collection practices and data processing applications and proposes procedural change as warranted.
• Knowledge of accounting principles and practices.
• Must operate office equipment as required including but not limited to the following:
  ✓ Computer literate, Email, Word, Excel
  ✓ Printer
  ✓ Good phone technique
  ✓ Calculator
  ✓ Copy Machine
  ✓ Postage Meter
  ✓ Money Counter
• Must understand and use the following systems:
  ✓ Quality Data Software.
  ✓ Understands Month/Yearly Balancing Procedures
  ✓ Point & Pay Credit Card Payments.
  ✓ Remote Banking Deposits.
  ✓ DMV CIVILS Program.
MINIMUM QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES:

Minimum 3 years' work experience (employed) in Connecticut municipal tax Collection activity or service.
Combination of education and qualifying work experience.
Ability to manage resources to meet established collection goals.
Superior oral and written communication skills.
Already familiar with QDS Software used in Tax Office.

ADDITIONAL EDUCATION:
Periodically the Assistant to Tax Collector will be asked to attend classes, Tax Collector's meetings to further their training.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to reach with hands, arms, stand, walk, and use hands to finger, handle feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk and listen. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.