

## POSITION DESCRIPTION

**CLASS/TITLE:** TAX COLLECTOR ASSISTANT      **REVISION DATE:** 09/08/10  
**DATE:** 7/17/98      **REVISION LTR:**  
**DEPARTMENT:** TAX OFFICE  
**SALARY RANGE:** (OT-9)

### GENERAL PURPOSE

Responsible for preparing and maintaining different types of financial Tax records.

### SUPERVISION RECEIVED

Works under the immediate supervision of the Tax Collector or designee.

### DUTIES AND RESPONSIBILITIES

To assist the Tax Collector in the following: Computes totals of funds coming into or going out of a department. Posts charges to computer according to departmental schedule. Compiles financial reports. Compiles data for a variety of state and city reports. Reviews bills or invoices for accuracy. Completes forms of a statistical nature. Performs routine arithmetical calculations including interest, percentages and invoice totals. Answers questions from the public either over the telephone or in person. May type reports or into the computer. Performs related work as required or requested. Handles tax payer complaints and help to reach resolution. Set-up loan payments. To assist in the training and overseeing of staff. Attends meeting in the absents of the Collector.

### PERIPHERAL DUTIES

None

### DESIRED MINIMUM QUALIFICATIONS

Considerable knowledge of standard bookkeeping procedures. Complete knowledge of office procedures. Good business math skills. Some ability to type. Good ability to develop and maintain effective working relationships with superiors, subordinates, co-workers, other departments, and the general public..  
Graduation from a high school or a secondary technical school business program with courses in bookkeeping and one (1) year of clerical experience which may include student labor or part-time positions; or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.  
Must be bondable in accordance with the General Statutes of the State of Connecticut.

### TOOLS AND EQUIPMENT USED

Operates such office equipment as calculators, computers, copiers and faxes.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hand or arms. The employee is occasionally required to walk.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet.

**SELECTION CRITERION**

Formal application, rating of education and experience; oral interview and reference check; oral job related tests may be required.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The position is subject to the collective bargaining agreement with United Public Service Employees Union (UPSEU).

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