

**TOWN OF COLCHESTER
TAX DEPARTMENT**

POSITION ANNOUNCEMENT

Job Title: Assistant Tax Collector

Pay Range: Per Union Contract

Full Time: Monday - Friday, 8:30am-4:30pm with a one-hour lunch (35 hrs/wk). Shall also be responsible for covering late office hours.

Job Duties Include:

The Assistant Tax Collector provides assistance to the Tax Collector in the following areas: communicates verbally, by telephone and email with the general public, banks and state and local officials. Receives tax payments and validates bills. Records payment into the computer system; calculates interest on past due accounts and helps administer the procedures needed to collect delinquent tax payments. Assist the Tax Collector in applying refunds, corrections and works with the Tax Assessor's Office in resolving tax issues. Works with office attorneys, state marshals and local enforcement agencies. The successful candidate will have excellent interpersonal skills, be detailed oriented, highly organized, and proficient in Microsoft Word, Excel, Access, Munis, or comparable computer programs. Must have outstanding customer service skills and work well with the public and be able to work independently at times. Knowledge of Tax Collecting a plus.

Required Education & Experience:

High School Degree or equivalent. Experience in municipal tax office preferred; or an equivalent combination of education and experience. Strong interpersonal, customer service and computer skills. Tax Collector State Certification or must be able to obtain Certified Connecticut Municipal Collector Certificate within five years of hire.

Closing Date

All applicants must submit a completed Town of Colchester employment application (available at www.colchesterct.gov) and resume to Mary Bylone; First Selectman, 127 Norwich Ave, Suite201, Colchester CT 06415. Applications and resumes must be received prior to 4:00p.m. on December 11, 2019. EOE/AA

Michele A. Wyatt, Tax Collector

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