

TAX COLLECTOR

JOB SUMMARY

Performs moderately complex clerical, billing, and accounting work associated with tax collection.

SUPERVISION RECEIVED

Board of Selectmen and Town Administrator

SUPERVISION EXERCISED

Deputy Tax Collector

EXAMPLES OF ESSENTIAL DUTIES

1. Process property, current land use, and yield tax bills based on warrants generated by the Board of Selectmen. Post to Avitar Tax Collect Software System.
2. Process all tax payments and make timely deposits. Post revenues to Avitar Tax Collect Software System.
3. Refund overpayments and process tax abatements as required.
4. Process all necessary journal entries, maintain all records accordingly, and supply Bookkeeper with all necessary tax journals and deposit slips.
5. Balance monthly with bookkeeper and maintain a monthly MS-61 worksheet.
6. Supply monthly report to Registry of Deeds for Tax Lien Redemptions.
7. Process timely Tax Lien Notices and Tax Lien Execution.
8. Process timely Tax Deed Notices and Tax Deed Execution.
9. Prepare annual reports for Board of Selectmen, Town Report, and Auditors.
10. Respond to inquiries from the public and private and public organizations regarding tax records, practices and bills.
11. Interpret and apply statutes, rules, regulations and policies.
12. Upload tax warrant, supporting documents and MS-61 to NH Department of Revenue Administration Portal.
13. Attend necessary seminars and workshops to keep informed about tax collection laws, regulations, and bookkeeping techniques.

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14. Maintain tax records in accordance with laws, regulations and generally accepted practices.
15. Maintain foreclosure and bankruptcy records in accordance with laws, regulations and generally accepted practices.
16. Prepare and file proof of claim reports with bankruptcy court.
17. Maintain an appropriate level of confidentiality regarding records of the Town.
18. Maintain effective working relationships with other employees and general public.
19. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of Town, State and Federal laws and ordinances regarding local taxation, tax sale procedure and reporting. Ability to interpret and follow detailed legislative procedures. Knowledge of office practices and procedures, particularly records maintenance. Skill in performing basic mathematical calculations. Skill in the use of a personal computer, using standard office software and specialized Avitar Tax Collector software. Skill in dealing with the public. Skill in verbal and written communication. Ability to maintain records and prepare reports. Ability to maintain confidential information. Ability to establish and maintain effective working relationship with the public, Town officials and other Town employees.

MINIMUM QUALIFICATIONS

High School Diploma or GED. Knowledge of basic accounting practices. Operational knowledge of such office equipment as computer, calculator and copier. At least three years experience in an office environment performing clerical and bookkeeping or accounting work. Demonstrated skills in accuracy and meeting deadlines. Ability to establish a working knowledge of statutes, rules, regulations, policies and procedures.

Physical Activity Requirements

OFFICE PERSONNEL

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently
 Lift 11-25 lbs: Occasionally
 Lift 26-50 lbs: Rarely

Carry up to 10 lbs. Frequently
 Carry 11-25 lbs: Occasionally
 Carry 26-50 lbs: Rarely

Reach above shoulder height: Occasionally
 Reach at shoulder height: Frequently
 Reach below shoulder height: Frequently

Hand Manipulation:

Grasping: Frequently
 Handling: Frequently
 Torquing: Rarely
 Fingering: Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

Work Environment:

Office Shop Area
 Outdoor In Equipment

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
Sit:	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand:	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk:	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive & Sensory Requirements

Talking: Necessary to communicate with other staff and the public

Hearing: Necessary to communicate with other staff and the public

Sight: Necessary to read, write and file

Tasting/Smelling:

Equipment Use: *Computer, telephone, fax, copier, printer, calculator*

Summary of Occupational Exposures: *Natural office exposure*

****Definition of Duration of Activities:**

Rarely Up to 1/8 of the time
 Occasionally Up to 1/3 of the time
 Frequently Up to 2/3 of the time