

**TOWN OF HAMDEN**  
**Tax Collector**

**Classified/Competitive**  
**Department: Finance (Tax Office)**

**B.U.: UPSEU, Unit #23**  
**Salary: Range 2**

**Position Definition:** This is a very responsible administrative position involving the direction of a municipal tax collection operation. Oversees and administers the statutory, charter, and ordinance responsibilities of the Tax Office, including planning, organizing and supervising the billing and collection of Real, Motor Vehicle and Personal Property taxes.

**Supervision Received:** Receives general direction from the Director of Finance. Performs duties independently, making decisions in all areas of tax collection. Duties are performed in accordance with state statutes and, as appropriate, with federal laws and local ordinances.

**Supervision Exercised:** Provides general direction to the Back Tax Collector and general supervision to professional, technical and clerical support staff. Reviews work for accuracy and conformance to state statutes, policies and procedures.

**Examples of Essential Job Duties:** Plans, organizes and executes the preparation and processing of Real Estate, Motor Vehicle and Personal Property taxes in an automated collection system. Works closely with the Town Clerk, Assessor, Town Attorney, and Finance Director to assure timely receipt and processing of information. Assures that accounting controls are maintained.

Supervises the receipt, reconciliation and deposits of collections on a daily, weekly, or monthly basis. Organizes and maintains a records system to include: receipts and deposits, liens, corrections, abatements, over payments, reports and audits. Submits regular deposit and reconciliation reports to the Finance Director. Responsible for the preparation of the annual Tax Department budget and controls the expenditure of departmental funds within the constraints of the approved budget.

Initiates, supervises and approves all collection activities. Reports to DMV all past due motor vehicle taxes. Removes records when paid. Identifies delinquent accounts to be referred for collection agency action or foreclosure proceedings. Prepares and presents annual suspense list to Legislative Council for approval. Files and releases real property liens as required by state statute. Prepares mandated legal ads and state aid messages. Executes electronic bank coding program. Files state required reports with the Office of Policy & Management. Balances Assessors abstract to initial rate book, creates receivable file in preparation for billing. Executes year end programs, reports and supervises conversion to new fiscal year.

Generates monthly reports on real, personal, and automobile tax money collected. Generates quarterly activity reports and year-end reports. Generates statistical reports for the Finance Director, the Mayor and the Legislative Council upon request. Generates annual reports for the State Department of Policy and Management, and for the Town's independent auditors. Performs related work as required.

**Examples of Incidental Job Duties:** Analyzes office and collection procedures and implements improvements as necessary. Investigates technology improvements and recommends new equipment and applications. Participates in professional Tax Collector organizations to remain current in all areas of tax collection statutes. Provides training to employees on collection practices and procedures and changes in state statutes governing the collection of municipal taxes.

**Minimum Qualifications Required:** A Bachelor's Degree in Accounting, Business Administration, Finance or a closely related field of study and five years of progressively responsible accounting, collection experience, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities to perform the duties of the position. Must be designated as a Connecticut Certified Municipal Collector.

**Knowledge, Skills and Abilities:** Considerable knowledge of principles and procedures of governmental accounting, thorough knowledge of municipal, state and federal laws and ordinances regarding local taxation, tax sale procedures, and financial reporting is required. Must have a working knowledge of QDS (Quality Data Systems) and be able to acquire a proficiency in department-specific computer applications, and a general knowledge of Town of Hamden, government or proprietary applications. Ability to maintain complex records and to recognize various factors affecting the tax collection program and to make specific recommendations for changes and improvements. Ability to plan, assign and direct the work of a staff engaged in tax collection. A working knowledge of the principles of office management and of modern business methods, equipment, practices, and procedures is necessary. Must have the ability to apply principles of public administration to solve practical problems. Ability to plan, assign and supervise work of others. Ability to develop and maintain effective working relationships with people including subordinates, the public, other Town departments, attorneys and bank officials.

**License or Certificate:** Designation as a Connecticut Certified Municipal Collector is required. A current valid Connecticut Motor Vehicle Operator's license is required.

**Physical mental exertion/environmental conditions:** Performs duties in an office environment. Routinely and intermittently exposed to computer screen. May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. There is some stress in meeting deadlines and in interacting with members of the public, especially in regard to delinquent tax bills or other charges. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on: **June 7, 2013.**