

TOWN OF TRUMBULL

ASSISTANT TAX COLLECTOR/WPCA BILLING ADMINISTRATOR

TAX COLLECTOR

ADMINISTRATIVE

WAGE GRADE: G

General Statement of Duties:

1. Administers collections system for WPCA billings
2. Provides assistance and backup to a wide variety of Tax Collection functions.
3. Proficiency with computers and software, including but not limited to Word and Excel
4. Handles complex assignments
5. Prepares or supervises preparation of tax bills.
6. Receives and records tax payments
7. Works independently
8. Independently prepares correspondence and reports
9. Performs responsible and difficult tasks involving independent judgment and personal initiative
10. Assists in preparation of departmental budget and reports
11. May act as administrative liaison with internal or external sources
12. Performs financial and statistical record keeping
13. Mathematical ability; may handle cash
14. Assist in training others, as determined by departmental need
15. Maintains confidentiality required by the office.
16. Does related work as assigned

Supervision Received: Works under the direction of the Tax Collector or his/her designee

Supervision Exercised: Acts as Tax Collector in his/her absence.

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of municipal tax collection procedures and laws
2. Knowledge of office procedures and principles of office management and or record keeping
3. Strong computer skills with an emphasis on Word and Excel
4. Ability to respond courteously to the public
5. Ability to follow oral and written instructions
6. Ability to learn appropriate State and Town laws
7. Clear and concise written and oral expression
8. Accuracy and attention to details
9. Must be bondable

Experience and Training:

1. Minimum of three (3) years' experience in a municipal tax office work.
2. CCMC certification preferred
3. College Degree preferred