

TOWN OF TRUMBULL

CASHIER CLERK

TAX COLLECTOR

WAGE GRADE: DD

General Statement of Duties:

1. Performs technical and clerical administrative work in the billing, collecting, and crediting of taxes, sewer assessment payments, and related billings or charges.
1. Performs general office as required.
2. Proficiency with computer systems.
3. Handles cash, checks and money orders
4. Assists public in person or on phone with a high level of courtesy and professionalism
5. Develop basic knowledge and skills of policies and procedures associated with tax department
6. Maintains confidentiality required by office.
7. Related work as assigned.

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

Supervision Exercised: None

Minimum Qualifications, Knowledge, Skill and Ability:

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

Experience and Training:

1. Graduation from high school or GED
2. Three (3) years' experience in a cash-handling function in an. office, bank setting or related environment, involving direct public contact

9/2015