

Position Title: Tax Clerk (Deputy Tax Collector)
Department: Tax Office
Location: City Hall
Union: GWU
FLSA Status: Non-exempt

GENERAL PURPOSE:

Performs routine clerical and data processing work in the Tax Office; billing of taxes special assessments and sewerage, collection of payments. Assists the public with tax and other inquiries.

SUPERVISION:

Reports to: Municipal Tax Collector

Position Titles Supervised: Generally none. May supervise part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reads computer files to compile needed data.

Enters information into computer and computes amounts due.

Posts transactions to records such as worksheets, ledgers, or computer files.

Accepts payments and provides receipts.

Makes bank deposits daily or within 48 hours.

Prepares and mails tax, sewerage, and delinquent bills. Maintains current customer account files; assists in reconciling billing activity with the general ledger.

Receives telephone calls and citizen visits concerning billings or services; responds to citizen complaints.

Assists in the collection of delinquent accounts, including preparation and mailing of final payment schedules, customer follow-up account research, and preparation of liens.

Answer phone inquiries from the general public in a courteous and respectful manner.

PERIPHERAL DUTIES:

Serves as Registrar of Vital Statistics.

POSITION QUALIFICATIONS:

Education Required: High School Graduate or Equivalent with specialized course work in general office practices such as typing, accounting and data processing, and a willingness to receive instruction on laws regarding tax collection offered by the State of New Jersey.

Experience Required: Two (2) years of experience in work related to accounting, general office practices and data processing.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of bookkeeping and accounting procedures and systems, including computer applications
- Working knowledge of modern office practices and procedures
- Skill in operating listed equipment.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position
- Ability to work under pressure and/or with frequent interruptions.

EQUIPMENT USED:

Calculator, computer, copier, FAX machine, telephone, postage machine

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval _____

Effective Date: _____

Employee _____

Date: _____

Supervisor _____

Date: _____

Revision History: