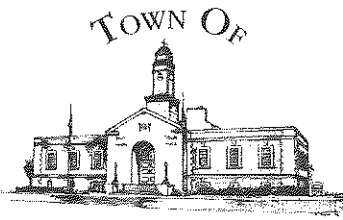


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AUG 06 2020
TOWN CLERK'S OFFICE
EAST HAVEN, CONN.

Stacy Gravano, CTC
TOWN CLERK



EAST HAVEN

CIVIL SERVICE COMMISSION

JOB POSTING

The Town of East Haven announces an opening in the position of Tax Collector in the Tax Office.

SALARY: \$\$78,388-87,099/year
HOURS: 35 hours per week

Duties: See job description.

Minimum Qualifications: Qualified candidates should possess a Bachelor's Degree from an accredited college or university in Accounting, Finance or Public Administration and four (4) years of progressively responsible administrative experience, or an equivalent combination of training and qualifying experience substituting on a year-for-year basis and must possess or be able to obtain CCMC Certification by the State of Connecticut within a reasonable period of time.

Experience and Training: The Tax Collector is a highly responsible administrative position involving the direction of a municipal tax collection operation. The Tax Collector directs and supervises the department operations; administers and evaluates the preparation of tax bills, receipt of current taxes, the pursuit of delinquent taxes and the collection of revenue. The Tax Collector works under the direction of the Finance Director and supervises the staff of the Tax Office.

Please send resume with references to: Michelle Benivegna, Assistant Director of Administration & Management, 250 Main Street, East Haven, CT 06512. The deadline to apply is September 1, 2020.

Andrea M. Liquori

Andrea M. Liquori
Chief Examiner

The Town of East Haven is committed to building a work force of diverse individuals. Minorities, females, handicapped and veterans are encouraged to apply. The Town of East Haven is an equal opportunity employer.

TITLE: TAX COLLECTOR

GENERAL DESCRIPTION:

This is very responsible administrative work involving the direction of a municipal tax collection operation.

Work involves responsibility for collecting current and delinquent taxes and town revenues from various town departments and utilities. Duties include policy recommendation, departmental planning, and direction and administration of departmental activities. This position also has the responsibility for making difficult tax collection technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of tax collection work.

SUPERVISION RECEIVED:

Works under the direction of the Director of Finance, within explicit state regulations.

EXAMPLE OF DUTIES:

Directs and supervises the department operations; administers and evaluates the preparation of tax bills, receipt of current taxes, pursuit of delinquent taxes, collection of revenues and the implementation of data processing.

Directs the accounting of collected taxes. Balances tax collection rate books.

Prepares tax bills for current and delinquent collections. Meets with and confers with delinquent tax payers to arrange payment plans.

Initiates collection procedures and confers with attorneys to initiate legal tax collection procedures.

Compiles tax collection data. Prepares and submits delinquent motor vehicle tax payers to Department of Motor Vehicles.

Controls the expenditure of department fund allocations within the constraints of approved budget.

Confers with banks, town officials, and taxpayers to provide information and resolve problems. Responds to auditor's requests. Prepares press releases regarding town tax information.

Trains personnel in tax collection. Administers union contract and oral warnings and recommends higher discipline. Assists in personnel actions such as hiring, termination and evaluation.

TITLE: TAX COLLECTOR

Prepares and submits annual reimbursement reports. Prepares a variety of other narrative and statistical reports for the Mayor, Board of Finance and State Department of Policy and Management. Provides information to attorneys, bank officials, title searchers and the general public.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of tax collection and accounting principles and practices.

Considerable knowledge of tax collection laws, regulations and ordinances.

Considerable skill in business mathematics.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a municipal tax collection department and to supervise the work of others.

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to make decisions within deadlines.

Considerable ability to establish and maintain effective working relationships with associates, subordinates, banks, other agencies, attorneys, title searchers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university majoring in accounting, finance, or public administration plus four years of progressively responsible administrative experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain CCMC certification by State of Connecticut within a reasonable period of time.