

TOWN OF WATERFORD

**Tax Collector Assistant –Seasonal
Tax Collector’s Office**

**(1) SEASONAL FULLTIME POSITION AVAILABLE
(1) SEASONAL PART-TIME POSITION AVAILABLE
Starting Wage: \$10.56 per hour**

VACANCY EFFECTIVE: JUNE 2016

OPEN UNTIL FILLED.

Positions are for the period of June 30, 2016 through August 3, 2016 (based on the needs of the Town).

**Accounts Receivable Clerks
SUPERVISOR**

**PT-6
CLASSIFICATION**

**Tax Collector
REVIEWING AUTHORITY**

**Tax Collector
DEPARTMENT**

- A. PURPOSE OF POSITION:**
To assist Tax Office Staff in the collection of property taxes in the busiest collection months of July and January.
- B. SUPERVISION RECEIVED:**
Accounts Receivable Clerks.
- C. SUPERVISION EXERCISED:**
None.
- D. EXAMPLES OF ESSENTIAL FUNCTIONS:**
 - 1. Collection of payments made by taxpayers in the Tax Office.
 - 2. Accurate posting of payments to taxpayer accounts on the computer.
 - 3. Assisting Accounts Receivable Clerks with preparation of bank deposits and with other clerical tasks as necessary.
 - 4. Assisting customers and title searchers at the counter with tax questions.
 - 5. Processing payments received through the mail.

**The essential functions or 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.

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)

Experience in either accounts receivable or cashiering. Ability to focus on details of each customer transaction, including counting cash, making change, and determining that checks have been written correctly.

F. EDUCATION & TRAINING:

High school diploma.

G. PHYSICAL DEMANDS/WORK ENVIRONMENT:

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 this job, the employee is frequently required to sit, stand, stoop or crouch, talk, and listen. The employee is required to walk; use hands, fingers and wrists for repetitive motion, handle, or operate office equipment; and reach with hands and arms. The employee is occasionally required to climb stairs occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the ability to adjust focus. Employee must be able to read and interpret departmental documents. This position requires the ability to apply common sense understanding to carry out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations. The employee must be able to work harmoniously, cooperatively, and courteously with others at all times. The employee must be able to respond to difficult situations.



Joyce A. Sauchuk, Director of Human Resources

4/20/11

Date

- cc: Town Hall Bulletin Board Senior Services
 First Selectman Utility Commission
 Town Clerk Bureau of Fire Services
 Tax Collector Library
 Assessor Public Works Department
 Youth Services Bureau Police Department
 Finance Department Recreation & Parks
 Planning, Building & Health

- Michael Kovalik, President, Local 1303-037
Thomas Martin, President, Firefighters Local 4629
James Bartelli, President, General Government Administrators
Steve Whitehead, President, Police Union (UPSEU/COPS)
Laurie Lewis, President, Public Safety Dispatchers (UPSEU)