

**CITY OF NEW LONDON
CONNECTICUT**

RECRUITING ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

Position title: Tax Collection Technician

Salary range: \$19.28 – 23.46/hr.

General Description of Job:

Position processes tax payments, fields public tax inquiries, assists with collection of delinquent motor vehicle tax payers and setting up of payment plans. Should have considerable knowledge of accepted collection procedures, accounting practices and interest rates and working knowledge of State Statutes governing the collection of taxes. Must be familiar with Microsoft Office software for creating letters and spreadsheets as well as general office procedures and routines.

Minimum Requirements:

High School diploma supplemented by some college/business school course work in accounting plus three (3) years of financial or business office work or the satisfactory equivalent combination of education, training and experience.

Examination *:

Written Examination	Technical/Oral Examination**	Computer Examination	Health Physical
(Weighted 50%)	(Weighted 50%)	(Pass/Fail)	(Pass/Fail)

* *Each* portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process.

** The City reserves the right to limit the number of candidates selected to participate in the technical/oral examination.

Employment Benefits:

Liberal fringe benefits – Anthem Blue Cross w/ Medco Prescription Drug, Anthem Blue Cross w/ home and Office Visit Rider, Major Medical, Life Insurance, Sick Leave, Vacation and Holidays, Worker’s Compensation and Defined Benefit Pension Plan.

How to Obtain Information:

For an application and detailed job specifications, apply to the Personnel Office, 181 State Street, New London, CT 06320 or visit the City of New London website at: www.ci.new-london.ct.us. Closing date is July 10, 2009, 4:00 p.m., EOE MFH

The application must be submitted before **July 10, 2009 at 4:00 P.M.**