

Sequence of Applicant Consideration: MEU Union Employee INTERNAL/EXTERNAL

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position Title: **DEPUTY TAX COLLECTOR/ASSISTANT COLLECTOR OF REVENUES**

Salary: Grade 9 -- \$70,483. - \$81,709./annum

General Description of Job:

The incumbent is responsible for collecting all taxes and other assessments and receivables including related interest, liens, penalties, and other public monies due the City; for preparation and accuracy of accounting entries and records, routine and special statements and reports; and for related tasks as assigned.

Acceptable Experience and Training:

Graduation from an accredited university or college with an associate's degree with specialization in accounting or completion of a program of study equivalent to that required for an associate's degree and considerable experience as senior clerk or higher in the accounts receivable function; or, an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Additional Requirements:

Must be bondable; must have or must obtain Certified Connecticut Municipal Collector (CCMC) status as rapidly as such certification examinations are available.

Examination*:

Training and Experience Evaluation (Weighted 50%)	Technical Oral (Weighted 50%)	Physical and background (Weighted 50%)
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*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.

Employment Benefits:

Liberal fringe benefits – United Health Care Oxford medical, Cigna dental, CVS Caremark Prescription , 401a defined contribution plan, Life Insurance, Sick Leave, Vacation and Holidays, Worker Compensation.

How to Obtain Information:

For an application and detailed job specifications, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at: www.ci.new-london.ct.us. Application may be dropped off or emailed to Jobs@ci.new-london.ct.us Closing date is December 7, 2018 at 3:00 p.m., EOE MFH

The application must be submitted before **December 7, 2018 at 3:00 P.M.**

FLSA: exempt
Grade: 9
Location: Finance
Approved by Personnel Board: 11/14/2018
Concurred Union: MEU
Hours: 35

Deputy Tax Collector/ Assistant Collector of Revenues

General Statements of Duties: The incumbent is responsible for collecting all taxes and other assessments and receivables including related interest, liens, penalties, and other public monies due the City; for preparation and accuracy of accounting entries and records, routine and special statements and reports; and for related tasks as assigned.

Distinguishing Features of the Class: The position involves the exercise of tact and courtesy in the performance of collection duties and demands the maintenance of accurate and detailed records of monies collected. The duties performed are exacting and are of a high technical and paraprofessional level. Supervision is exercised over subordinates assigned from time to time for specific projects and functions. Work is performed under the supervision of the Tax Collector/Collector of Revenues and is reviewed for overall standards of performance and compliance with existing law, standards, policies, practices, and procedures.

Examples of Work: (Illustrative Only)

- Collects, classifies, and maintains account of all receipts of public monies;
- Maintains and updates detailed tax rate books and accounts receivable ledgers;
- Prepares and files liens and lien releases;
- Deposits all monies collected in designated bank accounts;
- Prepares current receipt lists for submission to Treasurer and General Accounting;
- Prepares summaries of collection actions taken with recommendations for account dispositions;
- Prepares and issues demands and marshal's warrants;
- Completes all foreclosure and tax sale documentation;
- Carries out all routines of the office during normal absences of the Tax Collector.

Required Knowledges, Skills, and Abilities: Thorough knowledge of cash collection, control, security, and reconciliation procedures; good knowledge of the accounting methods, standards, procedures, and practices pertaining to the accounts receivable function; good knowledge of conventional and electronic data processing and its application to the accounts receivable tasks; ability to read, understand, interpret, and comply with oral and written instructions, procedures, regulations, and laws; ability to maintain effective work relationships with other employees, departments, agencies, and the public; demonstrate personal integrity and sound judgment; good physical condition and mental health.

Acceptable Experience and Training: Graduation from an accredited university or college with an associate's degree with specialization in accounting or completion of a program of study equivalent to

that required for an associate's degree and considerable experience as senior clerk or higher in the accounts receivable function; or, an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Additional Requirements: Must be bondable; must have or must obtain Certified Connecticut Municipal Collector (CCMC) status as rapidly as such certification examinations are available.

Revised: 10/2018