



Town of Newport

DEPUTY TAX COLLECTOR

The Town of Newport, NH is seeking a detail oriented individual for the part-time position of Deputy Tax Collector. The hours for this part-time position are daily, **Noon-5pm**. Duties include bill preparation, collections, and all other clerical and data entry functions as required to assist the Tax Collector. The desired individual will have a high school diploma and be strong in public relations. Prior experience in billing and collections or banking is highly desirable, however training will be provided.

This position is classified as Grade IV in the Town's pay plan with a salary range of \$16.80 - \$22.68 depending on experience. This position qualifies for pro-rated time-off benefits as well as other miscellaneous benefits afforded in the Town's personnel policy. Interested, qualified individuals should submit Town employment applications (from www.newportnh.gov) to the Attention of Joanne Dufour, Town Manager's Office, 15 Sunapee Street, Newport, NH 03773. Resumes may be attached to the application if desired. Interested candidates should review the full job description available on our website.

The Town of Newport is an Equal Opportunity Employer

Position Purpose:

Performs moderately complex clerical work and provides administrative support to the operations of the Tax Collector's Office. Performs all other related work as required.

Essential Functions:

(The essential functions, or duties listed below 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.)

- Assists with the generation and collection of tax bills, including: preparation and sending out bills, lien notices, courtesy notices and deed notices; updates and produces uncollected tax statements.
- Accepts and records payments for property, current use and yield taxes, and other various taxes; is responsible for accuracy of computations and balancing of all data with the computer and Treasurer's reports.
- Posts payments in the computer and daily work in appropriate books.
- Calculates and balances day sheet and makes deposits with Treasurer.
- Updates and produces computer reports as necessary; provides lists of redeemed liens for discharge.
- Receives and responds to telephone calls and in-person inquiries for Tax customers as well as Assessing and Water/Sewer customers.
- Researches tax information; processes welfare liens and discharges as well as collecting fund for the same.
- Attends workshops and classes to obtain/maintain Tax Collector Certification and keep abreast of laws pertaining to the position of Deputy Tax Collector.
- Assists the Assessing Clerk with clerical duties as needed.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma or equivalent; Associates Degree in Business, Secretarial Sciences or related field desirable; three to five years' experience in dealing with the public and some bookkeeping; or any equivalent combination of education and experience

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the principles and practices of office management; and knowledge of department rules and regulations. Working knowledge of state and local laws governing tax collection. Knowledge of the operations of town government and municipal law. Knowledge of bookkeeping and computer hardware.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to operate standard office equipment. Ability to multi-task and prioritize assignments. Ability to maintain Confidentiality. Ability to maintain records, assist with preparation of reports and to make accurate arithmetic calculations.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills, interpersonal and problem-solving skills. Strong customer service skills, math and attention to detail required.

Physical Requirements:

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.

Regularly required to walk, stoop, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, books, and other common office objects. Frequently lifts and/or moves objects weighing up to 30 pounds such as books, equipment, supplies. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems

Supervision Received: Works under the general direction of the Senior Deputy Tax Collector.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, other Town departments and officials, town employees, and varied state agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to most department-related confidential information.
- Errors could result in delay or loss of service and legal and/or financial ramifications.

This 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.