



TOWN OF REDDING

OFFICE OF THE TAX COLLECTOR

100 HILL ROAD P.O. BOX 1061

REDDING, CT 06875-1061

PHONE 203.938.2706 FAX 203.938.6956

Tax Clerk &

Assistant Water Pollution Control Commission (WPCC) Administrator

Full-Time Position – 32.5 hours /4 day work
week /1 Evening Monthly Meeting

Unpaid Lunch: 12:00pm-1pm

Salary – \$21.54 - \$25.00 / Hour DOE

Duties

Tax Clerk: The clerk works under the direct supervision of the Tax Collector and Assistant Tax Collector and assumes responsibility of the Office in their absence.

Responsibilities include, but are not limited to:

- Receiving and processing of tax payments.
- Researching account data and responding to inquiries from taxpayers, banks, title searchers, attorney's, etc., at the counter and over the phone.
- Maintaining retention of tax records according to the Connecticut State library guidelines.
- Reviewing Certificates of Correction from the Assessor's Office and printing and mailing out any corrected or added bills.
- Stuffing and mailing of delinquent statements, demand notices, etc.
- Getting postage and bringing mail to post office, daily.
- Assisting in verification of funds handed in to the Tax Office from all other Town departments.
- Assisting in preparation of daily deposits to Tax Account, General Fund and various Small Funds.
- Assists with processing of Lockbox exception items, as needed.
- Use of Webster Deposit Link
- Utilization of Accurint System to access contact information for taxpayers with delinquent accounts.
- Looking up various information on the Land Records.
- Performs other related duties as assigned.

Assistant Administrator to the WPCC: The Assistant works directly under the Administrator to the WPCC and the Commission, itself. Responsibilities include, but are not limited to:

- Quarterly sewer usage billing. Receives meter readings from Veolia Water North America and Aquarion Water Company and calculates usage bills utilizing Excel spreadsheets and Quality Data Systems software for 68 accounts.
- Mails delinquent statements to all unpaid usage and assessment accounts.
- Assist Veolia with any necessary scheduling of maintenance or repairs.
- Works with new Georgetown businesses to estimate daily sewer usage.

- Enters revenue and reconciles completely.
- Maintains files for individual properties with sewer usage bills, including contact information for all owners and tenants. Updates when sales happen.
- Posts payments to sewer accounts and balances and prepares deposits for the Sewer Usage and Sewer Assessment accounts.
- Runs and Balances Month End reports in QDS and Munis to the bank statement.
- Prepares a monthly packet for the WPCC board members for their meeting held on the third Wednesday of the month.
- Attends the WPCC monthly meeting. Facilitates any RFP processes and prepares presentation to WPCC. Presents annual usage reviews to the WPCC.
- Presents bills to be paid to the Commission and submits approved bills to accounts payable. Mails checks and any corresponding documents to vendors. Maintains an Excel spreadsheet that tracks which bills are approved and paid and which are outstanding.
- Responds to inquiries from taxpayers, banks, title searchers, attorneys, etc., at the counter and over the phone.
- Places and releases Liens on the Land Records for all delinquent accounts and prepares file for Collection Agency.
- Calculates and prepares reimbursables and determines which line item in the budget they are to be charged to.
- Assists Auditors by responding to questions and supplying reports regarding the annual audit.
- Performs other related duties as assigned.
- Assists as needed with the preparation of the wastewater discharge permit, every 5 years.

Knowledge, Skill, Ability and Personal Characteristics

Must have a thorough knowledge of the operation of a tax department and its policies, practices and terminology, as well as modern office practices and procedures. A very good understanding of Connecticut State Statutes, specifically those that pertain to the collection of municipal taxes, is required. The ideal candidate will have experience working with Quality Data Systems' tax and utility billing software and Munis accounting software. Must possess the ability to handle large amounts of cash, function under stress and maintain a well-organized calendar. Excellent knowledge of Microsoft Office is a must. Must possess the ability to use an adding machine, facsimile machine, copy machine, postage meter and other office equipment. The right candidate will follow written and oral instructions, maintain a neat appearance, be dependable, respect confidentiality and multitask. One must be able to stand for periods of time and lift rate books, boxes of envelopes, bins of mail, computer paper, etc. The ideal candidate will have cash management experience, excellent customer service skills and possess the ability to work in harmony with others, follow oral and written instruction and perform all duties in a courteous and efficient manner.

Minimum Qualifications:

Graduation from high school and specialized training and/or 12 months of direct Tax Office experience; or equivalent combination of education and experience which demonstrates required knowledge, skills and abilities. Interest in attending tax collector/bookkeeping classes to gain further knowledge benefiting the Tax Office.