

POSITION DESCRIPTION
City of Brewer

Position Title: Deputy Tax Collector
Department: Finance
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex clerical, administrative and financial work by receiving payments from customers or others for the payment of goods and services received.

SUPERVISION RECEIVED

Works under the supervision of the Tax Collector.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides timely and courteous customer service and responds to inquiries in person as well as by phone and in writing.

Processes motor vehicle registrations, issues fish and game licenses, registers recreational vehicles; receives payments for all City departments.

Collects real estate tax, personal property tax, water and sewer payments in person and by mail and records accurately. Converses with banks, attorneys and other agencies involved in the sale and closing of real estate transactions regarding tax and utility balances.

Acts as the Agent for the City in business with the State Bureau of Motor Vehicles, orders, issues and accounts for inventory received from the State. Completes weekly reports and accounts for funds collected for the State. Downloads preprints from state for registrations, and uploads them to Rapid Renewal.

Completes reports bi-weekly for Inland Fisheries and Wildlife and accounts for funds collected for them. Issues, orders and accounts for inventory received from State.

Reprints bills, itemized lists and vouchers showing the amounts due; receipts payments and issues receipts to customers.

Records amount received and prepares reports and bank deposits; accounts for cash receipts on a daily basis. Assures that cash drawer balances daily.

Performs general clerical duties such as filing, answer phones, general written and electronic correspondence, etc.

Performs other related duties as required.

PERIPHERAL DUTIES

Composes, types and edits correspondence, reports, memoranda and other material requiring judgement as to content, accuracy and completeness.

Assists with processing of tax and sewer liens and 45 day notices.

Covers for Tax Collector when she is out; balances previous day's work before posting; makes daily bank run.

Provides backup to related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation for a high school or GED equivalent; courses in computer skills, typing, adding machine operation, and accounts receivable are desirable.
- (B) Two (2) years of municipal treasurer/ tax collector, accounts receivable, customer service, or cash handling or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of office procedures and computerized financial applications; knowledge of accounting principals and procedures.
- (B) Skill in operating the computer, working knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- (C) Ability to quickly make accurate arithmetic computations; ability to perform cashiers duties accurately; ability to effectively meet and deal with the public; ability to establish and maintain effective working relationships with other city employees; ability to communicate effectively orally and in writing; ability to handle stressful situations.
- (D) Knowledge of tax collection/motor vehicle registration and MUNIS software desirable, but not essential.

SPECIAL REQUIREMENTS

Be a Notary or obtain your Notary within six months of hire.

TOOLS AND EQUIPMENT USED

Computer, 10 key calculator, telephone, fax and copy machines.

PHYSICAL DEMANDS

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 and talk or hear. The employee is occasionally required to walk; use hands and fingers to handle, or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various 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 of the position.

The 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.

Approved: _____
Supervisor

Approved: _____
Appointing Authority

Copy Received: _____
Employee Date

Dates:

- September 1, 1998
- July 1, 2003
- September 21, 2015
- June 24, 2019

Revision History:

- Initial use of new format
- Add responsibilities of water receipting
- Updated responsibilities
- Updated responsibilities

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