

Town of Searsmont, Maine

Job Description

Job Title: Tax Collector
Supervisor: Board of Selectmen

Job Summary

This is a regular part time position that may be combined with other positions. The primary function of this job is collecting taxes lawfully assessed within the municipality, including property and excise taxes. The position requires working closely with the Board of Selectmen, Bookkeeper, and other town officials to operate the town of Searsmont. This position works under the direction of the Board of Selectmen.

Primary Duties & Responsibilities

1. Prepare and mail property tax bills.
2. Reconcile tax accounts:
 - Refund overpayments, including interest owed.
 - Correct TRIO collections as needed.
 - Complete lien filing process on overdue taxes in accordance with State statutes from 30-day letter to lien transfer.
3. Initiate legal action as needed to ensure collection of personal property taxes.
4. Collect, and record all taxes paid, both property and excise, and any interest and fees due.
5. Maintain accurate records of property taxes, liens, and other important tax related information.
6. Process abatements and supplemental tax assessments.
7. Prepare the Tax Collector report for the annual Town Report.
8. Appoint Deputy Tax Collector.
9. Perform other duties as required by the Board of Selectmen.

Required Minimum Qualifications

1. Must be at least 18 years of age.
2. A high school diploma or equivalent.
3. Is a citizen of the United States.
4. Is a resident of the State of Maine.
5. May not be a Selectman or Assessor.
6. One year of accounting, finance, or banking experience, with municipal experience desirable.
7. Bonding ability.

Required Knowledge, Skills, and Abilities

1. Knowledge of applicable State Statutes and local ordinances.
2. Knowledge of cash handling guidelines and procedures.
3. Cash reconciliation skills.
4. The ability to work with limited supervision.
5. The ability to multitask, prioritize appropriately, and complete work in a timely manner.
6. Accuracy and attention to detail.
7. Dependability, flexibility, and the ability to maintain confidentiality of information as necessary.
8. A commitment to excellence in customer service.
9. The ability to communicate effectively with customers and co-workers.
10. The ability to competently handle the general public in situations requiring tact and patience.
11. Ability to work effectively with other employees, the Board of Selectmen, and the general public in person and via telephone.
12. Ability to attend outside training as required to perform job duties.
13. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications, software applications, including, but not limited to, TRIO software and Rapid Renewal.

Working Conditions

1. This is a regular part time position that may be combined with other positions.
2. Office days and hours are established by the Board of Selectmen and set forth in the Searsmont Personnel Policy.
3. Attendance at required training will be reimbursed per the Searsmont Personnel Policy.
4. Benefits are assigned based upon the Personnel Policy for part time employees unless other positions have been added that result in a full time position with full time benefits.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.