

Town of Allenstown Job Description Tax Collector

Date: August 11, 2015

General Position Description: This position is accountable for the collection and documentation of all taxes of the Town while maintaining supervision of the department. This position must have knowledge of the applicable RSA's, which dictate the duties of the Tax Collector. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Hiring Authority: Select Board in accordance with the provisions of RSA 41:33.

Accountability: Reports to the Town Administrator.

Equipment Used: Computer software and hardware, telephone, typewriter, photocopier, fax, shredder, calculator, printer, paper punch, paper cutter, stapler, cash register, combination lock, and various office equipment necessary for the job.

Environment: Inside: 95% Outside: 5%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Responsible for the collection of the real estate taxes in accordance with all state statutes.
- Responsible for reconciliation of all daily receipts.
- Responsible for monthly reconciliation with the Town's Finance Department.
- Responsible for preparation and accuracy of tax collection records for the annual Town audit.
- Responsible for the supervision of Deputy Tax Collector.
- Responsible for the deposit of all revenues collected on a daily basis.
- Responsible for the preparation and administration of the annual departmental budget.
- Responsible for the preparation of tax deeds and tax liens.

Support: Supports the Town Administrator in the overseeing and functioning of the Tax Department on a daily basis.

Financial Data: Daily reconciliation of cash register daily receipts, accounting software, post and tally tax receipts and miscellaneous transactions.

Computer Operation: Strong computer skills necessary to process tax bills, Microsoft Office, Microsoft Outlook, all town software, etc.

Other Functions: Perform research as needed for legal requests, other departments, agencies and the Town Administrator.

Other Considerations and Requirements:

- High level of spoken and written communication skills.
- Attention to organization, processing detail, and legal requirements.
- Ability to understand various laws such as property taxation in order for the smooth operation of the Tax Department.
- Knowledge of check writing is required.
- Knowledge of making change is required.
- An extremely high level of accuracy is required for all duties of the position.
- Knowledge and usage of adding machines, calculators, etc., is required.

Cognitive and Sensory Requirements:

Vision: Necessary to read instructions, documents, computer terminals, checks, paperwork, forms, etc.

Hearing: Necessary for listening to instructions from the Tax Collector and listening to co-workers, the public, and various officials.

Speaking: Necessary for communicating with the Town Administrator, other officials, co-workers, and the public.

Dexterity: Necessary for processing documents and operating equipment used in the office and building.

Mobility: Needed to travel to and from work as well as moving around the building in order to conduct and complete daily work.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Push/pull: frequently required for the file cabinets, archives, etc.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Sit: one total hour per day.

Stand: six plus hours per day.

Walk: four plus hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Balancing: frequently required.

Hand Manipulation:

Grasping: constantly required.

Handling: constantly required.

Fingering: frequently required.

Controls and equipment: All office equipment, computer keyboard, computer mouse, and other computer hardware.

Work Surfaces: Office area includes desk, counters, computers, cupboards, table, filing cabinets, bookshelf and bulletin boards. All surfaces are at various heights.

Summary of Occupational Exposures: Most work occurs within the office setting. Some travel in a motor vehicle is required. May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc. May be exposed to extended periods of cold or heat while working.

Other Training, Skills and Experience Requirements:

- Three (3) or more years related work experience with a municipal agency.
- Must be bondable.

- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Associates degree in Business Administration or related field.
- Valid NH driver's license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule:

Monday 7:30am – 6:30pm. Tuesday, Wednesdays and Thursday 7:30am-5:30pm. Must attend meetings as required such as annual Town Meetings, Budget Committee meetings, Selectmen's meetings, etc. Overtime as needed or required. Must be able to work early mornings or late evenings for meetings or late night openings to the public.

Date of Creation: June, 2011

Revised Date: August 11th, 2015

Created by: Paul Apple, TA

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