

Town of Harrisville, New Hampshire

DEPUTY TAX COLLECTOR

JOB SUMMARY

The Deputy Tax Collector performs a wide variety of accounting, secretarial and clerical functions as outlined by the New Hampshire's Revised Statutes Annotated (RSAs). The Deputy Tax Collector shall perform all of the duties of the Tax Collector in that individual's absence. The Deputy is, by extension, responsible to the same RSAs as the Tax Collector. (RSA 41:38)

SUPERVISION RECEIVED

The Deputy Tax Collector is supervised by and responsible to the Tax Collector. (RSA 41:38)

EXAMPLE OF DUTIES

1. Responds to inquiries from the public, public and private organizations regarding tax records, practices and bills. Provides research as needed, prepares appropriate responses and gives assistance and advice on a variety of matters while maintaining a friendly, service oriented atmosphere.
2. Receives, records, reconciles and deposits funds daily.
3. Prepares redemption reports and records same with the Registry of Deeds on a monthly basis.
4. Assists in the tax lien and tax deeding process, which includes preparing reports, certified lien letters, notices to mortgagees and other letters as necessary.
5. Prepares and processes Abatements and Refunds.
6. Assists with the preparation of weekly, monthly and year-end reports for the Treasurer, the State and the auditors.
7. Maintain an appropriate level of confidentiality regarding records of the organization.
8. Assists with the proving, recording and billing of warrants for property, yield, and land use change tax, excavation tax, etc.
9. Processes and tracks the collection of bad checks.
10. Assists with tax records retention and preservation.
11. Other tasks as requested by Tax Collector.
12. Be prepared to fill in and perform all of the duties of the Tax Collector in the event of an absence.

KNOWLEDGE, SKILLS AND ABILITIES

1. The Deputy Tax Collector must have the ability to read, interpret and apply statutes, rules, regulations and policies.
2. Must have knowledge of accounting principles and procedures. Must accurately perform detailed work with numerical data and arithmetic computations.
3. Must have the ability to plan and organize with an emphasis to detail, consistency, and accuracy.
4. Must be able to work well with the public, both in person and by telephone, including being able to handle difficult situations – always maintaining a friendly, service oriented atmosphere.
5. Must be able to work well with other departments and managers within the Town.
6. Maintain records in accordance with laws, regulations, and generally accepted practices.
7. The Deputy must have general computer knowledge and be able to learn new programs as necessary.
8. Follow oral and written instructions, speak clearly and effectively.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or GED. Must have the ability to be bonded. Knowledge of basic accounting practices. Operational knowledge of computer hardware and software. At least three years experience in an office environment, performing clerical and bookkeeping or accounting work is preferred. Demonstrated skills in accuracy and meeting deadlines. Applicant must have the ability to establish a working knowledge of statutes, rules, regulations, policies and procedures.

OTHER CONSIDERATIONS AND REQUIREMENTS

This is an on-call position, especially during tax collection times and in the absence of the Tax Collector. Job often entails routine and repetitive tasks, that once learned, can be executed under general supervision. Work may be checked to insure accuracy and completeness of tasks. This is a relatively sedentary position and the employee is not required to do extensive physical exertion. Employee is rarely required to do any lifting. Job requires standing for moderate periods of time. Employee is typically able to sit and stand as needed. Person is expected to dress appropriately to represent the Town to the public.

Must be willing to attend Tax Collector's workshops, conferences and NHTCA Certification Programs.
MUST be able to interact well with people.