

Town of Millinocket Job Description

Job Title: Tax Collector
Department: Tax Collector
Reports To: Town Manager
FLSA Status:
Prepared By: Tax Collector/Personnel
Prepared Date: August 1999
Approved By:
Approved Date:

SUMMARY

The is a responsible position consisting of administering and monitoring the tax collection and duties and policies of the Town of Millinocket within the confines of the law; and supervises those persons assigned collective duties. The Tax Collector receives direct supervision from the Town Manager, as necessary and may at times perform supervisory duties over deputy collectors in order to ensure the smooth operation of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Twon Manager.

collect all taxes and maintain accurate records in amanner required and authorized by State laws and municipal ordinances.

Process & record tax liens. Research mortgage holders for notification purposes which requires travel to the Penobscot Registry of deeds.

Process Motor Vehicle registrations, both new and re-registrations on a daily basis. Make weekly reports with the money collected to the Department of Motor Vehicles.

Process ATV, Boat, & Snowmboile registrations on a daily basis and make monthly reports with the money collected to the Department of Inland Firsheries & Wildlife.

Collect excise tax for individuals who live in unorganzied territories of Penobscot & Piscataquis Counties and make monthly reports with the money collected to the Bureau of Taxation.

Do daily cash up of money taken and prove to cash receipt journals. All monies are then turned over to Treasurer for depositing.

Process the quarterly wastewater bills and collect all monies for these bills.

Process and record wastewater liens.

Assists the general public, municipal employees, and Councilors in a way to maintain and promote standard and efficient business practices.

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in the Tax Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be willing to attend motor vehicle training classes and attend MMA sponsored courses that pertain to this job.

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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust 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.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts, risk of electrical shock, and risk of radiation. The noise level in the work environment is usually moderate.