

JOB DESCRIPTION

TITLE: TAX COLLECTOR

DEPARTMENT: COLLECTION

CLASSIFICATION:

STATUS: FULL TIME [X]

PART TIME []

UPDATED: FEBRUARY 5, 1996

DESCRIPTION OF DUTIES

The Tax Collector is an officer of the State of New Jersey with responsibilities defined in Title 54 of the Statutes of the State of New Jersey.

These responsibilities include, but are not limited to, billing and collection of taxes in accordance with law, holding tax sales in accordance with law, enforcement of the tax laws of the State, and reporting to the Governing Body in accordance with law.

In order for the Tax Collector to properly administer his, office, he must have a working knowledge of the Statutes and be able to apply them in a fair and consistent manner.

RESPONSIBILITIES

- * Supervises all functions of the Tax Office.
- * Responsible for Cash Receipts Book.
- * Responsible to see that the Duplicated Taxes are current and accurate, and that all amounts are properly reconciled.
- * Reconciles Bank Statements and supervises the transfer of available funds to the Treasurer.
- * Administers the Veterans and Senior Citizen Property Tax Deductions allowed and prepares reports for submission to the County.
- * Prepare for and conducts the Tax Sale.
- * Because of the small staff in the Tax Office, the Tax Collector is involved in the acceptance and recording of cash and posting to the Tax Duplicates.

SKILLS, KNOWLEDGE and ABILITIES

- * Working knowledge of the Tax Laws of the State of New Jersey is required.
- * Ability to communicate with and effectively handle members of the public and community is extremely

important.

- * Must have an aptitude for numbers and be very accurate.
- * Must have good supervisory skills and be able to promote the team approach to management.

EDUCATION REQUIREMENTS

- * Tax Collector Certification by the State of New Jersey is required.
- * Bachelors Degree in related field is desirable.
- * A minimum of 5 years experience as Tax Collector or Deputy Tax Collector is desirable.

SUPERVISION

- * Township Administrator

PHYSICAL DEMANDS

- * Minimum physical and medical standards are acceptable.

WORKING CONDITIONS