



Tax Clerk / Cashier

The Town of Stratford is seeking experienced candidates to fill the position of Tax Clerk / Cashier.

This is responsible clerical and cashing work performing varied duties relating to municipal revenue collection.

Work involves responsibility for receiving and posting payments, researching and responding to taxpayer inquiries, resolving problems, processing mail, initiating and following through on collection of delinquent taxes. Work requires use of CRT unit, cash register, and involves extensive telephone and personal contact with the public.

Work is performed under general supervision of the Tax Collector or a Senior Cashier.

Example of Duties:

Operates cash register and calculator for acceptance and processing of tax payments, sewer use payments, assessments, lease payments and permit fees, including handling large quantities of cash and checks, posting payments, and issuing receipts.

Researches, performs calculations, and initiates collection of delinquent taxes, including personal correspondence, maintenance of records, follow-up with taxpayers, monitoring payment plans.

Interprets and applies departmental policies and Connecticut State Statutes, in accordance with prescribed standards.

Responds to inquiries from taxpayers, attorneys, financial institutions and title searchers, in person and by telephone and correspondence. Researches problems, retrieves and provides information to above on taxes, liens, user fees, assessments, and lease payments.

Prepares semi-annual tax bills and recurrent mailings, such as delinquent notices and lien notices, for delivery to Post Office.

Processes bankruptcy filings, including determination of relevant bills, filing claims, with bankruptcy court and coding appropriate accounts for suspension of collection activity.

Performs computer coding for all tax escrow bills and maintains and updates bank files.

Works on special projects and performs related work as required.

Qualifications:

Graduation from high school or possession of a GED certificate and one year of experience in cashing or bookkeeping work, including public contact, OR, any combination of training and experience which provides a demonstrated potential for performing the duties of the class.

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