

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **TAX COLLECTOR**  
DEPARTMENT: **FINANCE**  
DIVISION: **TAX COLLECTING**  
UNION: **NO**  
FLSA STATUS: **EXEMPT** (*Executive*)

**SUPERVISION:**

Reports to: Township Administrator, Chief Financial Officer  
Position Titles Supervised: Deputy Tax Collector, Clerical staff

**POSITION QUALIFICATIONS:**

Education Required: High school graduate/equivalent; must possess valid Tax Collector certificate from the State of New Jersey.  
Experience Required: Five (5) years of experience in office environment, preferably in a related field; minimum of two (2) years experience in a Tax Collector's office preferred.

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Comprehensive knowledge of the statutes pertaining to municipal tax collection including but not limited to: foreclosures, bankruptcy, tax appeals, interest and penalties, billing and collection, and the rights and responsibilities of outside lien holders;
- Knowledge of mortgages and how mortgage companies handle escrow of taxes;
- Knowledge of computers, including data and word processing and reading/interpreting computer generated reports;
- Knowledge of modern office practices and procedures;
- Ability to perform arithmetic computations accurately and quickly;
- Ability to handle stressful/high pressure situations with patience, tact and in an amicable manner;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

**POSITION SUMMARY:**

Performs administrative, and data processing work in the billing and collection of municipal taxes.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

**EQUIPMENT:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Compiles tax bills, notices of delinquency, notices of pending tax sale and or foreclosure. Disseminates information to the taxpayer regarding billings, delinquencies and payment history.

Sets up an accounting system within the guidelines and requirements of the State of New Jersey, Division of Local Government Services. Oversees the billing process, and sees that taxpayers are notified of delinquencies on their accounts in a timely fashion.

Compiles and executes a successful tax sale and executes the required tax sale certificate in the allotted time frame. Computes the amount due on an account including the interest on delinquent accounts as well as the amount necessary to redeem a tax lien or multiple tax liens on a property.

Oversees the administration of property tax deductions including the corrections of bills, billings (as necessary) and reporting to the State of New Jersey. Prepares disallowance notices (PD-4) for the affected taxpayers and rebills tax amount due, as well as mails out annual PD-5 forms to

taxpayers who are eligible for deductions. Executes receivership action when necessary on commercial/business (income producing) properties.

Performs the task of Tax Search Officer. Computes the County Tax Board Judgments and State Appeals and post same to the computer file. Does all billing adjustments as necessary. Cashiers, receives, receipts and posts payments to the account in a timely fashion. Supervises the tax clerks and handles day to day problems encountered.

Compiles an in rem foreclosure list.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approval:** Edward Sasdelli, Administrator  
**Revised:** September, 2010  
**Effective Date:** 09/29/10

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

POSITION TITLE: **DEPUTY TAX COLLECTOR**  
DEPARTMENT: **FINANCE**  
DIVISION: **TAX COLLECTING**  
UNION: **NO**  
FLSA STATUS: **EXEMPT** (*Administrative*)

**SUPERVISION:**

Reports to: Tax Collector  
Position Titles Supervised: Clerical staff

**POSITION QUALIFICATIONS:**

Education Required: High school graduate/equivalent; must possess valid Tax Collector certificate from the State of New Jersey or be able to obtain within one (1) year.  
Experience Required: Two (2) years of experience in the collection of taxes or in a closely related field.

**SPECIALIZED KNOWLEDGE/SKILLS:**

- Knowledge of the statutes pertaining to municipal tax collection including but not limited to: foreclosures, bankruptcy, tax appeals, interest and penalties, billing and collection, and the rights and responsibilities of outside lien holders;
- Knowledge of mortgages and how mortgage companies handle escrow of taxes;
- Knowledge of computers, including data and word processing and reading/interpreting computer generated reports;
- Knowledge of modern office practices and procedures;
- Ability to perform arithmetic computations accurately and quickly;
- Ability to handle stressful/high pressure situations with patience, tact and in an amicable manner;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

**POSITION SUMMARY:**

Assists the Tax Collector in directing and overseeing the tax collection activities of the Township.

**PHYSICAL/ENVIRONMENT CONDITIONS:**

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

**EQUIPMENT:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

Assists in compiling tax bills, notices of delinquency, notices of pending tax sale and or foreclosure and the dissemination of information to the taxpayer regarding billings, delinquencies and payment history.

Assists in overseeing the billing process, and sees that taxpayers are notified of delinquencies on their accounts in a timely fashion.

Assists in the execution of tax sales and executes the required tax sale certificate in the allotted time frame. Computes the amount due on an account including the interest on delinquent accounts as well as the amount necessary to redeem a tax lien or multiple tax liens on a property.

Assists in overseeing the administration of property tax deductions including the corrections of bills, billings (as necessary) and reporting to the State of New Jersey and in preparing disallowance notices (PD-4) for affected taxpayers and rebills tax amounts due, as well as mails

out annual PD-5 forms to taxpayers who are eligible for deductions. Assists in executing receivership action when necessary on commercial/business (income producing) properties.

Assists in the duties of Tax Search Officer.

Does all billing adjustments as necessary. Cashiers, receives, receipts and posts payments to the account in a timely fashion. Supervises the tax clerks and assists in handling day to day problems encountered.

Assists in compiling an in rem foreclosure list.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**CORE COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

*Customer Service* – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

*Quality Work* – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

*Operational Effectiveness* – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

*Communication* – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

*Teamwork* – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

*Safety* – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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