

# City of Torrington – Torrington Tax Collector LLC

## *POSITION DESCRIPTION*

Position Title: **Tax Clerk I**

Department: **Tax Office**

Supervisors Title: **Tax Collector**

### *POSITION DESCRIPTION SUMMARY:*

Under the supervision of the tax collector, organizes, directs, coordinates, and performs the collection activities for the city.

### *PRIMARY RESPONSIBILITIES*

Aides in the coordination of mailing of the tax bills in June and December. Including, but not limited to, processing returned mail in the tax office for re-mailing or coding the software with such details as noted on returned mail.

Answer phones: investigates questions and complaints, assists taxpayers, attorneys, banks, realtors, and others as necessary.

Works with assessor's office to resolve problems.

Codes taxpayer accounts with specific details as requested from tax collector or other office staff.

Filing paperwork in the office.

Performs other related duties as assigned.

### *KNOWLEDGE AND SKILLS:*

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

Ability to work well with figures.

Ability to operate the city computer system and other office equipment.

Constant attention to detail, content, and accuracy.

Ability to understand and follow written and oral instructions.

Ability to apply independent judgment.

Ability to use independent judgment in execution and completion of duties.

Ability to work effectively and courteously with officials, employees, and the general public.