

Westford Delinquent Tax Collector Job Description

Updated: Jan 1, 2015

Status: Part time, flexible, subject to taxpayer availability. Some weekday hours required.

I Official Title

Delinquent Tax Collector

II Job Definition

Reporting to the Selectboard, the Delinquent Tax Collector is responsible for the following:

To collect delinquent property taxes owed to the town. To notify taxpayers when their taxes are delinquent, make arrangements for payment and/or take formal collection actions, including tax sales of the property when necessary. Record, report and deliver all delinquent tax payments, including penalty, interest and any other fees received to the Town Treasurer. Provide an annual accounting to the auditors and for inclusion in the Town Report.

III Job Expectations

- Work in conformance with all applicable policies, procedures, local ordinances and State and Federal law.
- Work cooperatively with the Town Treasurer, Town Clerk, other town officials, town employees and the general public.
- Begin collection activities upon receipt of the annual warrant from the Town Treasurer (the list of taxes remaining unpaid as of the last installment due on May 15th).
- Continue collection activities until all delinquent taxes are collected or abated.
- Communicate with taxpayers and mortgage/lien holders regarding delinquencies in a professional manner, keeping personal information confidential.
- Collect delinquent taxes due, including penalty, interest and other fees, if any.
- Calculate interest monthly and provide a monthly Delinquent Tax Report to the Town office staff.
- Record, report and deliver all money collected to the Town Treasurer monthly.
- Enter all payments into the Town's computerized financial accounting system – NEMRC – Delinquent Tax Accounting, including payment allocation to tax, penalty and interest, monthly.
- Provide an annual accounting to the auditors and for inclusion in the Town Report.
- Manage tax sales if necessary. Notify property owners of impending sale. Work with town attorney to put property up for sale and manage sale.
- Attend Board of Civil Authority, Board of Abatement meetings, Selectboard meetings or other town meetings when issues regarding delinquent taxes are being considered.
- Attend educational seminars offered by the Vermont League of Cities and Towns (VLCT) and/or other professional organizations.

IV Knowledge, Skills and Ability Requirements

- Ability to work independently.

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- Strong organizational skills.
- Detail orientated.
- Creative problem solving to assist taxpayers in meeting their obligations.
- Ability to communicate well orally as well as in writing.
- Ability to perform basic math including percentages.
- Possess computer skills and an understanding of basic accounting systems.
- Ability to work and deal effectively with the general public, other employees and town officials.
- Ability to perform light lifting (10-30 pounds), repetitive motions and moderate physical labor, as well as traveling to taxpayers homes as needed.
- Driver's license, and/or ability to meet with tax payers at their homes.