



JOB TITLE: Tax Collector

STATUS: Elected position – approximately 6 to 12 hours/week

REPORTING RELATIONSHIP: The commissioner of revenue administration shall have and exercise general supervision overall tax collectors in the performance of their duties to the end that the laws relating to the collection of taxes may be properly administered per RSA 41:39.

JOB SUMMARY: The Tax Collector is responsible for collection of all taxes including, but not limited to, property tax bills, current use valuation penalties and yield taxes. S/he serves as the Tax Collector for the Town as prescribed by State Law (RSA 41 and RSA 48). The Tax Collector performs their duties independently.

DUTIES:

- Collects all taxes as warranted by the Selectmen
- Keeps in suitable books a fair and correct account in detail of the taxes due, collected and abated and all property sold for nonpayment of taxes.
- Remits all money collected to the town treasurer, or the town treasurer's designee, at least on a weekly basis, or daily whenever receipts total \$500 or more.
- Makes final payment to the town treasurer of all moneys collected within 10 days after the close of the town's fiscal year
- Prepares, prints and distributes tax bills which include the time and place for transaction of tax business.
- Makes a written report to the town at the end of each fiscal year containing the amount of taxes committed and collected, together with interest; the amount of discounts allowed; the amount of taxes abated; the total amount of uncollected taxes; and an account of all sales of real estate to collect taxes.
- Provides the board of selectmen with an itemized list of the uncollected taxes at the end of the fiscal year.
- Prepares, presents and manages the annual budget for the tax office
- Assists in the preparation of budget material for the annual town meeting.
- Supervises and instructs the deputy tax collector.
- Files tax deeds, prepares and registers tax liens and files timely tax lien redemptions at the registry of deeds. Sends certified notices to mortgage companies of lien placements.
- Prepares and signs tax deeds when necessary and presents tax deeds to the board of selectmen for their approval. Prepares tax deed waivers for the board of selectmen to sign when needed.
- Processes refunds of overpayments in a timely manner.



- Responds to all public inquiries of the office, by telephone, fax and email. Responds to inquiries from mortgage companies, title companies, attorney offices, appraisers, the general public, etc.
- Prepares MS-61 report for the department of revenue administration.
- Monitors properties in foreclosure and keeps records of all notices received.
- Posts and balances electronic payments daily.
- Prepares the tax collector's report for the annual town report.
- Performs other related duties as required.

PHYSICAL DEMANDS: The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms.

QUALIFICATIONS:

An elected official, the Tax Collector must be a resident of the Town of Warren and a registered voter in the Town.

KNOWLEDGE, SKILLS AND ABILITIES: Although not statutorily required, the competencies needed to carry out the responsibilities of the tax collector include knowledge of laws, legal codes and court procedures, customer service principles, basic mathematics and clerical procedures; active listening skills, interpersonal communications, critical thinking and complex problem solving skills. This includes the following:

1. Knowledge of town, state and federal laws and ordinances regarding local taxation, tax sale procedure and reporting; knowledge of bankruptcy laws and the collection laws regarding properties held in bankruptcy; ability to interpret laws and regulations as they relate to taxation.
2. Knowledge of records maintenance; ability to maintain records and prepare reports
3. Knowledge of the principles and procedures of government accounting, budget preparation and audit procedures.
4. Ability to maintain confidential information.
5. Ability to establish effective working relationships with employees, town officials, the business community, the general public and state officials.
6. Ability to communicate effectively, both verbally and in writing.