



CITY OF EASTHAMPTON

Personnel Department

Easthampton Municipal Building

50 Payson Avenue

Easthampton, MA 01027-2266

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Jane F. Sakiewicz, PHR, IPMA-CP
Personnel Director

NOTICE OF POSITION VACANCY

TAX COLLECTOR **FULL TIME POSITION**

Issued: 7/11/2019

Closing Date: July 18, 2019

Administrative, supervisory, and technical work involving the collection of municipal revenues; all other related work, as required.

Essential Functions:

Collects and supervises the collection of all real estate, personal property, water and sewer liens and bills, and excise taxes; maintains records of accounts; prepares forms for turnovers and transfers correct amount to the Treasurer; submits required reports to City Auditor.

Supervises the printing of real estate, personal property and excise tax bills. Prepares certificates of municipal liens for attorneys, banks and mortgage companies regarding sale and refinancing of properties; processes tax titles and records deeds. Notifies Massachusetts Registry of Motor Vehicles of nonpayment of excise taxes. Prepares various local, state and federal forms, as required by law.

Recommended Minimum Qualifications:

High school education, plus advanced training equivalent to an associate degree in a related field; three years of responsible experience in business or banking, or municipal government desirable; or any equivalent combination of education and experience. General knowledge of the Massachusetts General Laws pertaining to tax collection. Thorough knowledge of the principles and practices of financial management and specific knowledge of municipal finance desirable.

To Apply:

Applicants who wish to be considered for this position may do so by submitting an application to the Personnel Director, 50 Payson Avenue, Easthampton, MA 01027 on or before the above closing date.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER