

TITLE: ADMINISTRATIVE SPECIALIST – TAX TITLE
LEVEL: M-1 \$40,167 - \$48,995
DEPARTMENT: TREASURER

FUNCTION: Assists the Treasurer with all accounting functions in office including, but not limited to, matters related to collection, turnovers, reporting and reconciliation of daily cash receipts. Oversees the smooth operation of the collection process and assists customer.

SUPERVISION RECEIVED: Works under the supervision of the Treasurer or their designee. Candidate must be a self-starter with the ability to work independently.

SUPERVISION EXERCISED: Supervises staff as designated by the Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are typical for this job. These are not to be construed as exclusive or all-inclusive. Other duties related to the function of the Treasurer's office will be required and assigned as needed.

Manages and supervises assigned operations.

Candidate shall perform a wide variety of duties including preparation of legal pleadings and correspondence for filings in the state and federal courts, maintenance of records and databases for tax title, bankruptcy, and delinquent accounts. Completes research and reports as requested from the Tax Title Attorney or Treasurer; primary contact for the View Permit system, maintains oversight of Municipal Lien Certificates and is responsible for invoicing of certain account types. General office functions include waiting on customers and answering multi-line phone system. Must be willing to cross-train and serve in other capacities when needed.

Prepares and calculates all tax re-payment agreements, and monitors accounts to ensure timely payments. Prepares and mails reminders for payments of accounts. Assists in the coordination and mailing of delinquent tax notices and provides assistance in the collection of delinquent taxes. Posts to tax system and coordinates payments.

Prepares delinquent tax accounts for publication and filings associated with the taking of tax title properties. Candidate shall assist in the preparation and transfer of legal documents and be able to read and understand complicated legal documents and descriptions. Must be proficient in understanding and maintaining files associated with litigation in the Massachusetts Land Court and the US Bankruptcy Court.

Interacts and communicates with a variety of agencies and individuals including co-workers, taxpayers, attorneys, court representatives and other City personnel. Candidate must be able to respond to questions in the absence of the Treasurer and Tax Title Attorney. Candidate must be able to communicate clearly and effectively, both verbally and in writing.

CONSEQUENCES OF ERROR: It is extremely important that all work performed by the employee is accurate and precise. Errors may generate loss of time by the employee, other City employees or departments, and adversely affect the public and may result in adverse legal consequences to the City.

CONFIDENTIALITY: Confidentiality is required in the tax title records, SSNs, receipts and all City matters.

EDUCATION AND EXPERIENCE: Candidate must possess an Associates Degree or Legal Certificate from an accredited institution and a minimum of three years work experience in a legal setting; or an equivalent combination of education and experience.

Must be proficient in MS Word and Excel with the aptitude to build and maintain complex spreadsheets and draft professional correspondence.

Travel is required to and from the Bristol County Registry of Deeds.

PHYSICAL/ENVIRONMENTAL STANDARDS: Normal office environment, not subject to extremes in temperatures, noise, odors, etc. Frequent interruptions to assist citizens, spends extended periods at terminal, on telephone, and/or operating other office machines. Regular lifting and carrying of files, documents, records, etc. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

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.