



CITY OF MILFORD

PROMOTIONAL EXAM NO. 21-22

Certified Tax Collection Clerk

POSTING DATE: December 11, 2020

CLOSING DATE: December 18, 2020

NOTICE TO ALL APPLICANTS: This opening is available to current City of Milford, Civil Service employees ONLY. We will not accept applications from outside candidates.

SUMMARY OF POSITION: Under the general direction of the Tax Collector or designee, is responsible for performing moderately difficult and varied clerical work. Employee of this class performs a variety of tax collection duties utilizing state mandated laws and procedures. Employee is expected to exercise independent judgment based upon knowledge gained through experience in the performance of tax collection duties and by earning and maintaining certification as a Certified Connecticut Municipal Collector (CCMC).

MINIMUM QUALIFICATIONS: Graduation from an accredited high school and two (2) years of experience in performing general clerical and office work. Preference will be given to candidates with work experience/knowledge in the public sector tax collection field.

NOTE: The successful candidate will need to obtain a Certified Connecticut Municipal Collector (CCMC) certificate within four (4) years of assuming position or relinquish position. Any requests for extension of this timeframe will be reviewed on a case by case basis.

SCOPE OF EXAMINATION: There will be performance examinations, weighted 50% (Basic Excel, Customer Service, Petty cash, Bank Deposit, and Bank Reconciliation) which will test for the ability to utilize various office automated financial applications and basic math skills required to perform the essential duties of the position. An oral examination that will be weighted at 50%. Candidates must achieve a total combined score of 70% or better to be placed on the eligibility list.

FILING REQUIREMENTS: A promotional application form, along with an updated resume must be submitted on or before **December 18, 2020**, to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or HRrecruit@milfordct.gov For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Certified Tax Collection Clerk*.

SALARY RANGE: The position is a Grade 25 with weekly salary limits as follows:

Minimum.....	\$808.38
Step 1.....	839.84
Step 2.....	871.49
Step 3.....	902.83
Step 4.....	934.35
Maximum.....	965.81

CERTIFIED TAX COLLECTION CLERK
(re-titled)

GENERAL SUMMARY OF DUTIES

Under the general direction of the Tax Collector or designee, is responsible for performing moderately difficult and varied clerical work. Employee of this class performs a variety of tax collection duties utilizing state mandated laws and procedures. Employee is expected to exercise independent judgment based upon knowledge gained through experience in the performance of tax collection duties and by earning and maintaining certification as a Certified Connecticut Municipal Collector (CCMC).

ILLUSTRATIVE DUTIES

Interprets procedures and departmental policies and independently composes correspondence applying a knowledge of departmental and state mandated rules, regulations and policies.

Serves as backup to the Deputy Tax Collector in his/her absence.

Responsible for the collection of delinquent taxes through methods outlined in Connecticut state statutes, including preparation of statements, demands, and alias tax warrants.

Assists in compiling data for monthly reports; prepares suspense report based on ongoing research of accounts deemed "uncollectable".

Handles heavy phone contact and responds to fax requests.

Researches and updates accounts with new owners through real estate property transfer records filed with City Clerk's Office.

Supervises assigned staff involved in tax collection processes to ensure all activities are performed to satisfy customer service requests and needs.

Operates a variety of office equipment including computer, typewriter, calculator, copier, scanner, fax and other common office equipment.

Serves as the second step in the taxpayer interface process, and assists as needed with the performance of customer service and transaction processing activities.

Communicates with customers both verbally and in writing regarding account information, disputes and with problem resolution.

Assists and supports activities necessary in the semi-annual billing process.

Maintains a variety of related files; posts transactions; prepares statistical reports.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of methods, practices, procedures, terminology, and equipment utilized in an office environment.

CERTIFIED TAX COLLECTION CLERK

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of business English.

Working knowledge of business arithmetic; the fundamental principles of accounting; and of the maintenance of simple accounting records.

Working knowledge of Connecticut law and regulations pertaining to tax collection.

Good knowledge of, and ability to utilize, various automation software, including word processing, spreadsheets, and data management programs.

Ability to perform various tasks in a fast-paced office environment.

Good organizational skills.

Ability to maintain complex clerical records and to prepare reports from such records.

Ability to make decisions in accordance with laws, ordinances and regulations.

Ability to deal with the public tactfully and courteously; to assist with the resolution of problems that arise; and to work harmoniously with other employees.

Ability to type accurately and to use other standard office machines.

Ability to communicate effectively both orally and in writing.

Ability to plan, direct and coordinate the work of others.

Ability to enter text and numeric data into a computer database with speed and accuracy.

Ability to understand and follow oral and written direction.

MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIRED

Graduation from an accredited high school and two (2) years of experience in performing general clerical and office work.

Preference will be given to candidates with work experience/knowledge in the public sector tax collection field.

NOTE: The successful candidate will need to obtain a Certified Connecticut Municipal Collector (CCMC) certificate within four (4) years of assuming position or relinquish position. Any requests for extension of this timeframe will be reviewed on a case by case basis.

Revised 6/95
Revised: 4/2016



PROMOTIONAL APPLICATION

DO NOT WRITE IN THIS SPACE

Q Rev. by: _____

NQ _____

Educ _____

Exp _____

Not City EE _____

Other _____

Human Resources Department
 City of Milford
 70 West River Street
 Milford, CT 06460
 (203) 783-3239

Position applying for
 (use title on job announcement)

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
 All blanks must be completed in order for application to be considered.

An Equal Opportunity Employer

PERSONAL INFORMATION

_____ 000- -
 Last Name First Name M.I. Other names by which you have been known Last 6 digits of Soc. Sec. No.

Present Address: _____ How long at this address? _____
 No. and Street City State Zip Code Years/Months

Mailing address (if different from residence address) _____
 No. and Street City State Zip Code

Home Telephone _____ Cellular _____ Email _____

In case of emergency, notify:
 Name _____ Relationship _____ Telephone Number _____

List any relatives or members of your household who are employed by the City of Milford
 Name(s) _____ Job Title _____ Department _____

EDUCATION

High school attended:

Name of School(s)	City/State	Did you graduate?	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Colleges/Universities attended:

Name of Educational Institution	City/State	Did you graduate?	Years attended?	Degree, diploma, GED, certification or number of credits completed.
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

EMPLOYMENT

Do you have any commitments to another employer that might affect your employment with us? Yes No

If yes, specify commitment(s): _____

Can you perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

If no, please explain: _____

Have you ever been discharged or asked to resign? Yes No

If yes, please explain: _____

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO	YR	MO YR
Telephone Number _____			
Your job title _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO	YR	MO YR
Telephone Number _____			
Your job title _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO	YR	MO YR
Telephone Number _____			
Your job title _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

Employer _____	FROM	TO	TOTAL TIME
Address _____	MO	YR	MO YR
Telephone Number _____			
Your job title _____			
Supervisor's Name _____ Title: _____	Hours per week # _____		
Reason for leaving position _____			
Specific Duties: 			
Number of Employees Supervised (if applicable) _____			

SPECIAL SKILLS/TRAINING

Typing speed: _____ words per minute

Business machines (other than computers) you can operate: _____

What computer experience do you have?

Apple

PC

Your skill level in Word can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Your skill level in Excel can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Your skill level in Outlook can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Your skill level in PowerPoint can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Your skill level in Access can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Your skill level in Acrobat can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Your skill level in Publisher can best be described as:

Proficient

Very good

Good

Fair

Beginner

Never Used

Describe any other software and level of skill or any other applicable abilities:

SPECIAL SKILLS - FIELD

Light Equipment:

What best describes your skill level with a payloader?

Excellent

Very good

Good

Fair

Never Used

What best describes your skill level with a backhoe?

Excellent

Very good

Good

Fair

Never Used

What best describes your skill level with a small tractor?

Excellent

Very good

Good

Fair

Never Used

Heavy Equipment:

What best describes your skill level with a grader?

Excellent

Very good

Good

Fair

Never Used

What best describes your skill level with a Cat 225 excavator?

Excellent

Very good

Good

Fair

Never Used

What best describes your skill level with a bulldozer?

Excellent

Very good

Good

Fair

Never Used

Snowplowing:

Describe any experience you may have had snowplowing. Include the size of the plow(s) you have driven, number of months/years of snow plowing experience and type of area(s) plowed (roads, driveways, parking lots):

OTHER TRAINING, SKILLS, AND/OR LICENSES

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

Summarize any other special skills or abilities relating to the job you want, such as: licenses, machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned above, and any other special abilities or knowledge.

DRIVER'S LICENSE

DRIVER'S LICENSE: If the position for which you are applying will require you to operate a vehicle:

- (1) You must possess a valid driver's license,
- (2) Any special endorsements must be current and valid,
- (3) If you are offered employment by the City of Milford, and if your driver's license is from another state, you will be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license: Yes No State _____

Expiration Date _____ Classification _____ License # _____

Endorsements: _____

FINALISTS WILL BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

Have you ever been convicted of any offenses other than juvenile, youthful offender, or a minor traffic violation? Yes No

If yes, you must complete Section B of the applicant disclosure form.

Have you ever been disqualified for a position with the City of Milford due to a criminal conviction or failure to disclose a criminal conviction? If yes, list job title and date of disqualification. Yes No

Job Title: _____ Date of Disqualification: _____

VETERAN'S AND/OR SENIORITY POINTS

Do you claim 5 points preference based on active duty in the U.S. Armed Forces? Yes No *Attach copy of DD214.*

Do you claim 10 points veteran's disability preference? Yes No *Attach copy of DD214 & other supporting documentation.*

Seniority points are given for service to the City as follows: Two (2) points for five (5) full years of service, ½ point for each additional full year.

Date of Hire: _____ Seniority Points: _____

SIGNATURE of APPLICANT _____ DATE _____