

**TOWN OF POMFRET
PART-TIME OPENING
TAX CLERK**

Position Summary: Assist the Tax Collector in preparing, billing, collecting, and managing of all municipal and Fire District taxes.

Supervision: Reports directly to the Tax Collector

Description of Duties: Responsibilities include attending to public at service window, answering phones, opening mail, posting payments, keeping computer system up-to-date with address and bank escrow changes, issuing DMV clearances, mailing monthly statements, and other duties as needed to keep the Tax Office running efficiently.

Knowledge, Skills, and Abilities: Must possess strong social skills with the ability to work well with the public; possess the ability to multi-task; possess computer and mathematical skills; be responsible, dependable, and well organized.

Qualifications: Associates degree desirable, accounting background or equivalent experience.

Position approximately 10 – 14 hours per week with additional hours during peak collection or vacation times. \$12.00 - \$16.00 hourly/dependent upon experience. Submit application to: Selectmen's Office, 5 Haven Road, Pomfret Center, CT 06259 by April 14, 2016. EEO/AA