TOWN OF POMFRET
PART-TIME POSITION POSTING
TAX OFFICE

The Town of Pomfret is seeking applicants for the position of Assistant Tax Collector. Required experience: Associates Degree in Business or Connecticut Collectors Municipal Certification; must possess knowledge of collections, oral/written communications, business mathematics, computer systems, and the ability to adhere to a flexible work schedule of approximately 10 – 15 hrs. per week. A prior knowledge of tax collection and/or partial certification with current Tax Collector Association classes preferred but will accept candidates with experience outlined who are willing to attend classes to achieve this certification within 3 years of hire.

Submit letter of intent, resume, and three letters of reference by November 21, 2014 to Town of Pomfret, Selectman's Office, 5 Haven Road, Pomfret Center, CT 06259.
EEO/AA