

**Town of Freetown  
Job Description**

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**Position Title:** Senior Clerk – Tax Collector

**Position Code:** (Future Use)

**Pay Code:** (Future Use), Exempt

**Department:** Tax Collector

**Reports To:** Tax Collector

**Bargaining Unit:** Highway, Clerical, Library Local 1114

**Type:** Full-time

**Health Benefits:** Yes

**EEO Code:** (Future Use)

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**Major Function:**

The Senior Clerk position is responsible for the daily administrative function of the Tax Collector's office, including bookkeeping, typing, filing, handling communications, mail and cash. Perform other related duties as required.

**Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

1. Performs various bookkeeping and administrative functions such as maintaining cash books and tax commitment books by posting and recording real estate, personal property and motor vehicle tax payments, abatements and refunds.
2. Prepares daily bank deposits of cash collections.
3. Coordinates uncollected accounts with the Deputy Collector for further collection efforts.
4. Prepares weekly cash transfers to town treasurer.
5. Prepares certificates of municipal liens, and coordinates same with water department.
6. Coordinates and prepares all necessary forms and documents as required under statutes of the Commonwealth.
7. Handles all incoming communications for the collector's office.
8. Confers with other departments and state agencies in the daily exercising of responsibilities.

**Minimum Qualifications:**

1. Knowledge of principles and practices of bookkeeping.
2. Knowledge of the methods of general report writing.
3. Ability to read and interpret documents such as account ledgers.
4. Ability to analyze and determine the applicability of bookkeeping data, to draw conclusions and make appropriate recommendations.
5. Ability to work accurately with names, numbers codes and symbols and to assemble items of information in accordance with established procedures.
6. Ability to understand, explain and apply the laws, rules, policies and procedures governing office activities.
7. Ability to exercise sound judgment and discretion in handling confidential information.
8. Ability to maintain harmonious relationships with other employees as well as the public.
9. Ability to follow oral and written instructions

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Minimum Training and Experience:**

- One to three years experience in an office environment preferably in a governmental agency.

**Minimum Knowledge, Skills and Abilities :**

- High School Diploma, General Education Development Certificate (GED) or equivalent.
- Must be bondable.

**Knowledge Proficiency**

**Supervisory Responsibility:**

- None

**Tools and Equipment Used:**

- Computers, Printers, Telephones

**Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, and sit for extended periods. Occasionally requires walking, bending/stopping, reaching, and carrying/lifting (normally no more than 10 pounds).

The employee must have good vision to view computer screens and numbers and read reports and printouts for analytical purposes. Requires manual dexterity in combination with eye-hand coordination for keyboard input, and data entry.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or listen. . The noise level in the work environment is usually moderate.

May spend extended periods at computer terminal, on telephone, or operating other office machines. Regular lifting and carrying of files, documents, records, books, and the like

Specific vision abilities required by this job include close vision for data entry.

**Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is performed in an office setting. . The noise level in the work environment is usually moderate

**Unusual Demands**

Not Applicable.

\_\_\_\_\_  
**Signature of Person Filling Position**

\_\_\_\_\_  
**Date**

**NOTICE:** The above job description does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Board to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

**Town of Freetown  
Job Description**

Page 1 of

**Position Title:** Senior Clerk - Treasurer's Office

**Position Code:** (Future Use)

**Pay Code:** (Future Use), Exempt

**Department:** Treasurer

**Reports To:** Treasurer

**Bargaining Unit:** Highway, Clerical, Library Local 1114

**Type:** Full Time

**Health Benefits:** Yes

**EEO Code:** (Future Use)

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**Major Function:**

Under the general supervision of the Town Treasurer, assist the Treasurer in all areas of responsibility including collection, treasury, debt management and general administrative functions.

**Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

- Assist the Treasurer in the reconciliation of bank accounts by entering cancelled checks.
- Verify all incoming receipts from other Town Departments on a daily basis including school lunch and prepare the bank deposits as needed.
- Using General Ledger Account numbers, enter into computer revenues submitted by departments and run edit list at end of month to be submitted to Town Accountant.
- Collect and maintain employee forms (W4, state withholding, 1-9, etc.)
- Responsible for waiting on customers and collecting payments as necessary.
- Open daily mail and answer telephones, take messages.
- Follow oral and written instructions.
- Communicate effectively and courteously with citizens
- Performs other duties as assigned or as may be necessary.

**Minimum Qualifications:**

- Ability to calculate figures and amounts such as discounts, interest, percentages. Ability to apply concepts of basic algebra.
- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- Periodically accesses sensitive information required to perform job tasks, requiring the ability to maintain confidentiality.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions.
- Ability to deal effectively with people in a pleasant and courteous manner.
- Ability to work alone and exercise independent judgment.
- Ability to prepare and maintain written records and reports.
- Ability to read and write.
- Ability to understand and carry out general instructions related to Treasurer's Office functions.
- Ability to handle various complex tasks as well as follow complex written and oral instructions.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Minimum Training and Experience:**

- One to three years experience in an office environment preferably in a governmental agency.

**Minimum Knowledge, Skills and Abilities :**

- High School Diploma, General Education Development Certificate (GED) or equivalent.
- Must be bondable.

**Knowledge Proficiency**

**Supervisory Responsibility:**

- None

**Tools and Equipment Used:**

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