



Town of Southamptton

Treasurer/Collector
210 College Highway, Suite 1
Southamptton, MA 01073
413-527-4920

Notice of Position Vacancy

TOWN OF SOUTHAMPTTON Administrative Treasurer/Collector Clerk

The Town of Southamptton is currently accepting applications for the position of an Administrative Treasurer/Collector Clerk. Hours are Mon-Thurs 8:30-4. This is a 30 hr. per week benefited position with a hourly range of \$15.71- \$25.97.

Please see attached job description for a list of job responsibilities.

Requirements: Strong clerical, computer, phone and people skills, attention to detail, able to work independently. High School diploma or equivalent; one to three years related work experience in an office environment; or an equivalent combination of education, training and experience. The successful applicant must be bondable and able to pass a CORI.

For a full job description, please see our website at www.townofsouthampton.org

Interested applicants should submit a letter of interest, resume and application to the Southamptton Treasurer/Collector, 210 College Highway, Suite 1, Southamptton, MA 01073 or email treasurer@townofsouthampton.org. Applications will be accepted until the position is filled. EOE.

Posted:

Closing date: When the position is filled

**Town of Southampton, Massachusetts
Job Description**

Position Title:	Administrative T/C Clerk	Grade Level:	
Department	Treasurer/Collector	Date:	
Reports to:	Treasurer/Collector	FLSA Status	

Statement of Duties: The employee is responsible for providing administrative, customer service, and recordkeeping support to the Treasurer/Collector Department. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Treasurer/Collector the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: The employee is not responsible for the regular supervision of any department employees.

Confidentiality: In accordance with the state public records law, employee has regular access to confidential information of the department such as official personnel files or client records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, monetary loss, or adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts found in a municipal office setting subject to frequent work interruptions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and vendors. More than

Treasurer/Collector Department
Administrative Clerk
4/16/2024

Town of Southamptton, Massachusetts
Job Description

ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure to the employee is similar to that found in municipal office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Opening of mail and processing payments of various taxes

Answering the phone and assisting taxpayers with their questions or directing them to the proper office

Balancing of the office cash box

Accepting and balancing turnovers of cash from other Departments

Prepare and balance a turnover to the Treasurer/Collector for all collected receipts

Working with banks and taxpayers to resolve billing problems

Collecting and Posting on the computer all Real Estate, Personal Property, Motor Vehicles and Water transactions

Investigating returned mail from the post office and researching the correct billing information providing these corrections to the Assessors Office

Assisting in the preparation of Real Estate and Personal Property tax bills for mailing under the pressure of a tight deadline

Posting payments and research discrepancies

Preparing and sending overdue bills to outside Deputy Collector

Assists in the collection of overdue Real Estate bills

Processing monthly turnovers from the Deputy Collector

Processing abatements from the Assessor's Office for above listed categories

Recommitting bills when necessary and manually entering them into the computer

Treasurer/Collector Department
Administrative Clerk
4/16/2024

Town of Southamptton, Massachusetts
Job Description

Processing tax refunds

Prepares and research Municipal Lien certificates. Works with Attorney's office in providing necessary timely information

Prepares all final water bills

Enters new water accounts and meters/radios into computer system

Prepares reports for the Water Department

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent; one to three (1-3) years related work experience in an office environment; or an equivalent combination of education, training and experience which provides the required knowledge, skill and ability to perform the essential functions of the position.

Special Requirements: Ability to be bonded.

Knowledge, Abilities and Skill

Knowledge: Some knowledge of the principles and practices of financial management and willingness to require the knowledge of the legal controls, methods and procedures of municipal treasury, delinquent accounts and collection techniques, and applicable state statutes, rules and regulations. Understanding of Municipal revenue collection principles, methods and practices - including but not limited to motor vehicle excise, real estate and personal property tax collections. Demonstrate proficiency in the use of computers and office software applications including spreadsheet and word processing applications as well as the Internet. Principles of a municipal taxation program. Computer applications for financial management and knowledge of accounting principles. Research and reporting methods and techniques including effective use of resources on the worldwide web. Pertinent federal, state and local laws, codes and regulations. Town personnel programs, policies and procedures. Principles and procedures of efficient and effective record keeping. English usage, spelling, grammar and punctuation. Principles and practices of statistical analysis and research.

Abilities: Plan and prioritize work, and perform multiple tasks within a timely manner, and be self motivated. Ability to provide customer service to the public. Respond effectively and timely to requests and inquiries from Town staff and the general public. Establish and maintain effective working relationships with town and state officials, as well as the public. Work independently in the absence of supervision. Design, research, collect, analyze and data. Communicate clearly and concisely, both orally and in writing. Maintain confidentiality in the performance of duties. Interpret and apply federal, state and local policies, procedures, laws and regulations.

Skills: Perform work accurately and efficiently despite frequent interruptions, organization and

Treasurer/Collector Department
Administrative Clerk
4/16/2024

Town of Southamptton, Massachusetts
Job Description

communication skills, and strong attention to details.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking and standing. The employee may occasionally be required to lift push or pull books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination including such as operating a personal computer.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

This 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.