



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

DEPUTY TAX COLLECTOR

Salary Range: \$79,560, this position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, June 7, 2013

The Deputy Tax Collector will provide assistance to the Tax Collector in the administration and operation of the Tax Collection office. The Deputy will also assume responsibility for the entire department in the absence of the Tax Collector.

ABILITIES/SKILLS:

- Skill in communicating clearly and effectively to tax payers, other tax professionals, attorneys and others about the procedures used in tax collection. This would include explanatory and descriptive communication.
- Ability to organize work, assign, train and motivate employees and perform other supervisory responsibilities.
- Ability to deal with taxpayers in stressful situations in a polite and professional manner.
- Ability to communicate effectively both orally and in writing to taxpayer complaints and questions.
- Experienced in the various collection methods governed by the CT State Statutes
 - Foreclosures
 - Collection Agencies
 - Seizure of Assets

TYPICAL TASKS OR ASSIGNMENTS:

- Responsible for interpretation of the law, statutes and local ordinances governing the collection of taxes in the State of Connecticut in general and the City of Bridgeport in particular.
- Use allocated staff and limited resources in the most efficient and effective manner to maximize the collection of revenue.
- Oversee the collection of current and delinquent taxes and all associated accrued interest and fee revenue. Administer other collection processes as necessary.
- Provide information requested by both internal and external auditors and respond to all questions related to tax department operations.
- Coordinate collection efforts with other City departments: Town Clerk – real estate liens; Assessor – assessment adjustments, pro-rations, town and state credits; Department of Health – delinquent taxes on businesses requiring health permits; Building Department – delinquent taxes on property owners applying for building permits; Information Systems – issuance of tax bills, delinquent/lien notices, calculation of interest, processing of escrow and lockbox payments; City Attorney – confer on the legal implications of collection methods, participate in bankruptcy hearings to protect the interest of the City.

KNOWLEDGE / EDUCATION:

- The Deputy Tax Collector shall be experienced in collection systems and procedures and shall be thoroughly familiar with the procedures, powers and duties of the Tax Collector under the charter and the general statutes of the State of Connecticut.
- Must be bondable.
- Experience in supervising a large office – up to 15 or more is a plus.
- A satisfactory equivalent combination of education, training and experience. Ability to attain the “Certified Connecticut Municipal Collector” designation, within five years of employment is required for this job.
- Extensive knowledge of Connecticut law pertaining to all aspects of municipal tax collection.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

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