



NOTICE JOB POSTING

TO: Finance Department employees affiliated with the National Association of Government Employees (aka "NAGE"), Local RI-200

FROM: Civil Service Commission Office

DATE: Tuesday, July 30, 2024

RE: Tax Collector Clerk (**Spanish Speaking**)

The City of Bridgeport's Finance Department, Tax Collector Clerk Division has an opening for the position of Tax Collector Clerk (Spanish Speaking).

This position will handle all aspects of cashiering which includes but is not limited to receiving, processing and reconciling all tax payments, balance daily receipts, and proper handling of all customer issues. Other functions shall include the management of bankruptcy files including filing proof of claim and coding accounts appropriately. Effective and accurate handling of taxpayer concerns, phone calls, mail, e-mail etc. Process and file UCC liens for delinquent personal property tax and liens for real estate. Handle all attorney requests, payoff balances, and process attorney checks. Foreclosure processing.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$52,178.00.00 (Step 1) - \$54,219.00 (Step 2) - \$56,247.00 (Step 3) - \$58,284.00 (Step 4) - \$60,316.00 (Step 5 – Top). The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed \$60,316.00 (reference NAGE RI-200 CBA Article 25.5). Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months.

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the Finance Department. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or COB.JOBS@bridgeportct.gov. If submitting electronically, please include the following in the subject line: *"Tax Collector Clerk (Spanish Speaking) – Member Name – NAGE Bid."*

DEADLINE TO APPLY IS Monday, August 5, 2024. This notice is also available for review on our City's Career Website at www.bridgeportct.gov/careers.

CLASS CODE: 1261

CLASS TITLE: TAX COLLECTOR CLERK (SPANISH SPEAKING)

Typical tasks or assignments (*Main duties, not limited to*):

1. Handles all aspects of cashiering
 - Receives, process and reconcile all tax payments
 - Balance daily receipts
 - Handle all customer issues
2. Manages Bankruptcy files
 - Filing Proof of claim
 - Coding accounts appropriately
3. Handle tax payer concerns
 - Handling phone calls, mail, e-mail etc
4. File UCC liens for delinquent personal property tax and liens for real estate
5. Handle all attorney requests, payoff balances, and process attorney checks
6. Foreclosure processing

Minimum qualification requirements:

As to education, training, and experience:

- High School graduate
- Three years Tax Collection experience
- Experience in a large office setting
- Basic Excel knowledge

As to special knowledge, ability, and skill:

- Ability to communicate effectively to other staff members and the general public
- Have knowledge of the Connecticut laws that govern municipal tax collection
- Have strong technical skills in relation to tax collection software
- Ability to read, write and speak the Spanish language in order to communicate with members of the Spanish Speaking community fluently.