

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

R E S O L U T I O N #24-367

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR DEPUTY TAX COLLECTOR**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Deputy Tax Collector; and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for: Deputy Tax Collector in the Tax Collector's Office; and

WHEREAS, the Administrator is authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this 12th day of November 2024, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that this job description be and is hereby approved.

Date Adopted: November 12, 2024

CERTIFICATION

I, Jessalyn Walters, Deputy Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 12th day of November 2024, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.



Jessalyn Walters, RMC
Deputy Municipal Clerk

HOPEWELL TOWNSHIP

Job Title: Deputy Tax Collector
Department: Tax & Utility Collection
Supervisor: Tax Collector

Date: September 2024

Position Summary:

Responsible for assisting the Tax Collector with all matters concerning the Tax Collection Office and to act in the role of Tax Collector in the absence of the Tax Collector. The Deputy Tax Collector shall work in a manner that ensures compliance with all statutes, rules, regulations and directives pertaining to municipal tax collection.

Essential Functions:

- *Assume the role of Tax/Utility Collector in the absence of the Tax Collector.
- *Produce, print and mail tax bills to property owners and mortgage companies.
- *Produce, print and mail PILOT bills to property owners and mortgage companies.
- *Produce, print and mail utility bills to property owners and mortgage companies.
- *Collect tax, PILOT and utility payments and maintain accurate records of revenue.
- *Post all payments electronically on a daily basis.
- *Prepare daily deposits.
- *Send out delinquency notices to property owners and mortgage companies.
- * Maintain daily transaction reports for cash receipts, master file changes, assessment changes, and revenue collection totals.
- *Complete mortgage escrow forms and maintain current bank codes current.
- *Maintain ownership records.
- *Maintain deduction records for seniors, veterans, widows, and disabled residents.
- *Develop and mail correspondence on a daily basis to taxpayers, attorneys and mortgage companies.
- *Maintain electronic files on a daily basis.

- *Prepare daily, monthly and yearly reports as required by Treasurer and Auditor.
- * Maintain tax lien redemptions for lienholders and redeemers of lien.
- *File permanent records in accordance with the Tax Collection Office's practices.
- *Maintain certified tax collector ("CTC") license.
- *Regularly attend seminars for tax law changes.
- *Communicate with the public at large concerning bills and methods of tax collection.

Other Functions:

- *Follow procedures of proper cash handling and accurate record keeping.
- *Communicate extensively with taxpayers, attorneys, and mortgage companies.
- *Prepare senior and veteran deduction reports as required by the State.
- *Complete tax certification forms for planning and zoning boards.
- *Send duplicate tax bills to banks and taxpayers.
- *Maintain office equipment.
- *Respond to administrative requests (new articles, forms).
- *Integrate departmental duties with the Tax Assessor's Office as needed.

Qualifications:

- *High school education and at least two (2) years' experience in municipal tax collection.
- *Successful completion of the State examination and certification as a tax collector and must maintain a current State certification.
- *Considerable knowledge of all the regulations relevant to the collection of taxes on a municipal level.
- *Ability to plan, develop and organize efficient procedures for billing and collection of funds.
- *Considerable knowledge of modern billing and EDMUNDS accounting systems.
- *Knowledge of data processing capabilities as related to the billing process.
- *Ability to establish and maintain effective working relationships with employees and the general public.
- *Strong communication and organizational skills.

Physical Requirements:

- *Prolonged periods of sitting at a desk and working on a computer.
- *Requires occasional movement such as standing, bending, walking, reaching and stooping, as well as lifting and carrying items up to five (5) pounds.
- *Must be able to navigate various departments of the Township's physical premises.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the Township undue hardship, such persons may not be eligible.