

District Fire Chief

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**HOPE VALLEY-WYOMING
FIRE DISTRICT**
996 MAIN STREET
P.O. BOX 25
HOPE VALLEY, RHODE ISLAND 02832

"This institution is an equal opportunity provider, and employer."

Job Description – Tax Collector - Administrative Assistant

CLASS TITLE: Tax Collector- Administrative Assistant Fulltime

SALARY: Hiring Range \$42,000 to \$48,000 DOQ, plus an excellent benefits package

HOURS: 8 hours a day, 8:30 am to 4:30 pm, 40 hours per week, Monday through Friday

SUPERVISION: Reports Directly to the District Chief

JOB FUNCTIONS:

Tax Collector Duties

1. The professional in this position works under the general direction of the District Fire Chief/Administrator and is responsible for overseeing all aspects of the collection procedures, tax lien administration, excise tax collection, and related cash receipts and deposits in accordance with Rhode Island statutes and local policies and procedures.
2. Responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control.
3. Collects all real estate and personal property fees and miscellaneous departmental revenues.
4. Supervise and administer the collection of overdue taxes, including the preparation of delinquent notices on a quarterly basis for tax and accounts.
5. Provide customer service regarding collection issues, process customer refunds, process and review account adjustments, and resolve discrepancies.
6. Prepares daily deposits and reconciles detailed and accurate cash receipt journals using accepted cash handling and reconciliation procedures.
7. Receives and updates payment files from the collection of payments received through the mail, district drop box, banks, and mortgage companies to ensure payments are processed in a timely fashion;
8. Oversees the mailing of all tax bills.
9. Institutes proceedings for tax sale, mails courtesy notices, prepares lists of properties for tax sale, arranges for auctioneer, prepares advertisements for tax sale, signs tax sale deeds, and ensures timely and accurate correspondence to all involved parties consistent with State Law.
10. Disseminate tax information to taxpayers, attorneys, banks, real estate agents, title companies, etc. in accordance with department guidelines and state laws.
11. Updates the Tax Collector section of the District's website.
12. Provide reports regularly and as requested by the District Chief and Board of Directors.
13. Perform other duties as assigned, which are consistent with this position.
14. Principles, practices, procedures, and applicable laws and regulations related to tax collection functions.

Administrative Assistant Duties

1. Answer phones and greet visitors.
2. Schedule appointments and maintain calendars.
3. Collate and distribute mail.
4. Prepare communications, such as memos, emails, invoices, reports, and other correspondence.
5. Performs a variety of skilled clerical and secretarial work, including typing, proofreading, filing, checking, and recording information.
6. Write and edit documents from letters to reports and instructional documents.
7. Create and maintain electronic and physical filing systems, Including personal departmental records.
8. Enter fire reports and complete monthly uploads to the State Fire Marshal's office for NFIRS.
9. Maintain District Records according to the RI Secretary of State record retention schedule.
10. Monitors inventory levels of office and designated supplies as assigned; orders receives, and maintains appropriate levels of inventory as required.
11. Assists with special projects and tasks related to Fire District business.
12. Coordinates transfers and uploads to the TIA-CREF retirement system.

QUALIFICATIONS:

- Candidate will have at least 2-3 years of experience in administrative duties
- Candidate will have excellent customer service skills
- Candidate will be a multi-tasker and familiar with office equipment
- Ability to work independently and interact with a wide range of people in a positive manner
- Candidate should have excellent organizational and time management skills so that all duties are completed on a timely basis
- Able to communicate efficiently, paying attention to details, and using critical thinking to identify and solve problems
- Completion of courses through the RI Municipal Tax Collector's Association may be required.

PHYSICAL DEMANDS:

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

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, horizontally, and above shoulders to reach files and materials.
- Bending the waist, kneeling, or crouching to file and retrieve materials.
- Lifting, carrying, pushing, and pulling light objects up to 10 pounds.
- Seeing to read a variety of materials

WORK ENVIRONMENT:

Indoor and office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

HOURS:

8 hours a day, 8:30 am to 4:30 pm, 40 hours per week, Monday through Friday.

BENEFIT PACKAGE:

Contribution to the State–Municipal Retirement System and TIAA-CREF 401 plan.

85% Hospitalization, family plan, or single plan, and the remainder 15% to be paid by the employee. The District shall cover said employee with a Firemen's Accident and Sickness Plan and personal counseling service.

Generous holiday, vacation, and sick time allowances

September 1, 2023