

**HELP WANTED**

TOWNSHIP OF DENNIS  
CAPE MAY COUNTY

**TAX COLLECTOR**  
(Part-Time Position)

The Township of Dennis is currently accepting applications for the position of part-time Tax Collector - applicant shall have a minimum of five (5) years tax collector experience and possess a tax collector's certification. Interested applicants may obtain an application and job description at the office of Administration & Finance, in the Municipal Building located at 571 Petersburg Road in Dennisville, during the regular business hours of 8:30 am to 4:00 pm. Applications will be accepted until 05/02/2018. No applications will be mailed or faxed. The Township of Dennis is an E.O.E.

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# Dennis Township Application for Employment

**INSTRUCTIONS:** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please Print.**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_

Would you accept full-time work?

Yes  No

Would you accept part-time work?

Yes  No

Have you ever been employed here before?  No  Yes If yes, please give approximate dates of employment with the Township \_\_\_\_\_

## Education Background

(Circle highest level completed)

Grammar school	5	6	7	8	Vocational training? _____
High school	9	10	11	12	Graduate degree? _____
College	1	2	3	4	Training in what field? _____

Name of last school attended \_\_\_\_\_

## Personal References

(Other than family members or previous employers)

1. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

## Previous Employers and their Addresses

ALL INQUIRIES WILL BE KEPT IN STRICT CONFIDENCE

1. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
2. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_ Last Wage \_\_\_\_\_

Do you have a legal right to be employed in the U.S.?  Y  N (If yes, proof is required)

Are you of legal age to work?  Y  N

## Additional Information

**To The Applicant:** Read this section carefully before answering any of the questions in this area. Answer the following questions only if the box on the left of a question is checked. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal laws also prohibit other types of discrimination, such as citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

- You have been given a written job description, which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation?  Yes  No  
If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Sex:  M  F  Height: ft. \_\_\_\_\_ in. \_\_\_\_\_  Weight: \_\_\_\_\_ lbs.  
 Are you a Veteran?  Y  N  Are you eligible to be bonded?  Y  N

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to provide the legality of my residency or citizenship. I am also aware the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the Township for either employment or the provision of any benefits, and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the Township will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Township unless made in writing and signed by me and an authorized representative of the Township.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



## TOWNSHIP OF DENNIS

### Job Description

JOB TITLE: Tax Collector

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EXEMPT:	No	SHIFT:	8:30 AM to 4:00 PM (up to 10 hours per wk)
SALARY LEVEL:	\$35.00 to \$38.00 per hr.	LOCATION:	Municipal Complex
DEPARTMENT:	Tax Collector's Office		
REPORTS TO:	Township Administrator		

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**SUMMARY:** The Tax Collector is a statutory officer and personally answers to the laws governing the Tax Collector's office. The Tax Collector is charged with the responsibilities spelled out in Title 54 of the New Jersey State Statutes. The Tax Collector must maintain proper public relations with the taxpayer and must be available to supply information or advice to the taxpayer when required. The Tax Collector must also cooperate with other officials of the municipality including the Mayor, Township Committee, Municipal Attorney, Auditor, Tax Assessor and Municipal Treasurer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (**Other** duties may be assigned)

- Mail out yearly tax bills, added assessment bills, and omitted assessment bills.
- Mail out bills to mortgage companies, advice copies to owners and duplicate bills when applicable.
- Receive payments – due quarterly.
- Enter each payment in computer.
- Deposit funds every 48 hours.
- Keep duplicate deposit slips with cash stubs.
- Post all payments to duplicate.
- Reconcile cash receipts with deposits monthly.
- Generate following reports for municipality;
  - Monthly reports
  - Annual reports
  - Annual uncollectible delinquent tax reports
  - Annual tax sale list
  - Foreclosure list – when applicable
- Generate annual deductions report for County Tax Board.
- Collect interest on delinquent taxes after 10 day grace period.
- Send delinquent notices.
- Personal contact with delinquent tax payers.
- Prepare tax sale list.



**JOB DESCRIPTION**  
Job Title: Tax Collector

**ESSENTIAL DUTIES AND RESPONSIBILITIES**  
**CONTINUED**

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- Publish tax sale list for four (4) consecutive weeks in local paper.
- Conduct tax sale on or before December 31<sup>st</sup> of each year.
- Enter tax liens in Tax Lien Ledger.
- Issue Tax Lien Certificates to purchasers.
- Compute interest for Tax Lien Certificate redemption.
- Transfer subsequent taxes accrued yearly to Township liens.
- Distribute Post Tax Year Statements to taxpayers receiving Senior Citizen and Disability deductions.
- Notify ineligible property owners and collect reimbursements of disallowed amounts.
- Maintain cash receipt book, tax duplicates, tax title lien ledger, tax arrears register and tax certificates.
- Answer all questions and concerns for tax payers, title companies, mortgage companies, real estate companies and attorneys.
- File affidavits with the County Tax Board regarding billing and post tax statements.
- Correspond with tax payers, title companies and attorneys when applicable.
- Attend workshops and seminars.
- Attend Tax Collectors Conferences when possible.
- Attend quarterly County Tax Collector meetings.
- Pick up incoming township mail and take outgoing mail to the post office.



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SALARY LEVEL:	\$35.00 to \$ 38.00 per hour	LOCATION:	Municipal Complex
DEPARTMENT:	Tax Collector's Office		
REPORTS TO:	Township Administrator		

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**QUALIFICATION REQUIREMENTS:** Must possess a Tax Collector's Certificate. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Foremost in conducting the business of the tax office, as described in the above, is the attitude of the Tax Collector. The Collector talks to and meets more residents in the community than any other public official. The Tax Collector must be fair, honest, pleasant, efficient, knowledgeable, dedicated and competent in order to be an asset to the municipality. The requirements listed below are representative of the basic knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must be State certified with a minimum of five years experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



## JOB DESCRIPTION

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### **CERTIFICATES, LICENSES, REGISTRATIONS:**

The employee must possess a Tax Collector's Certificate, and will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **PHYSICAL DEMANDS:**

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 essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, and climb or balance.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

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 the essential functions.

The noise level in the work environment is usually moderate.