



Town of Winslow

**114 Benton Avenue
Winslow, ME 04901
(207)872-2776**

Position: Tax Collector/Clerical Assistant for Assessing, Code Enforcement, Planning Board, Board of Appeals
Department: Codes & Assessing Department
Classification: 13 (15 with MTCTA Certification)
Salary Range: \$23.48/hr to \$27.98/hr (\$24.53 to \$29.03 with MTCTA Certification)

This position is clerical and provides administrative assistance to the Town Code Enforcement and Assessing offices including a supportive role to the Planning Board & Zoning Board of Appeals. This position also includes the title of Tax Collector and assumes all responsibilities in the collection of property taxes. The breakdown for this position is 35% Assessing, 35% Code Office and 30% Tax Collector.

Work includes answering questions and assisting the public over the telephone, via email, postal mail and office walk-ins; maintaining the department's filing systems; preparing various correspondences; conducting research and administering projects. Work is performed under the general supervision of the Assessor and is subject to review through results achieved and methods utilized.

Essential Job Functions

- Answer the phone and respond to inquiries by providing the necessary information or resources.
- Coverage of the office in the absence of the Code Officer and/or Assessor by opening and closing the office and relaying messages to proper departments.
- Responsible for fulfilling requests from the general public on property assessment data, copies of deeds, tax maps, surveys, property records, zoning regulations, applications and address changes and other materials as requested.
- Maintain familiarity with the Town's land use ordinances and permit application procedures and assists the public with the permit application process and fees. Enter all permit application information into the Code Office permit database and the VISION Building Permit section and create active files for the permits, make appropriate copies for the Assessor and file them in the assessing field work.
- Maintain familiarity with all Assessment and Building Permit forms and applications such as exemptions, current use, personal property, business use, sign and building permits.
- Order all supplies for the Code Officer, Assessor and Tax Collection.
- Prepare the quarterly plumbing report and submit it to the State.
- Sit on both the Planning Board and Zoning Board of Appeals meetings for the purpose of taking minutes and transcribing a draft.
- Assist with personal property schedule form mailings each year and organize and submit completed forms to the assessor for approval.
- Download Deeds and documents from the registry of Deeds monthly for the Assessor to review and

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- update records.
- Review obituaries and make appropriate changes to the property record as warranted.
- Supervise the annual tax billing process and maintain knowledge of property tax due dates, tax lien notices and foreclosures utilizing the MUNIS Software program.
- Administer proper procedures pursuant to applicable laws in the tax collection process.
- Assists front office collections as needed.

Knowledge/Skills

- Knowledge of various computer software programs including proficiency in the Microsoft Office suite of programs.
- Familiarity with Zoom or other remote meeting platforms and social media.
- Knowledge of Microsoft Office applications and any custom programs for code enforcement, assessing and tax collection.
- Knowledge of the zoning ordinances and building codes.

Ability To:

- Acquire knowledge of the administrative, operational, and procedural regulations and practices within the Code, Assessing and Tax Collecting Offices.
- Keep multiple records; to assemble and organize data and to prepare standard reports for such records.
- Establish and maintain effective work ethic and relationships with other employees and the public.
- Be organized and be able to multitask.
- Maintain and administer the disposition schedule for all records located within the above-mentioned offices.
- Communicate professionally and effectively with a variety of public and private officials, other employees, and the public both orally and in writing.
- Maintain confidentiality.
- Maintain records.
- Provide a high level of customer service to both internal and external customers.
- Attend any required or recommended training.

Minimum Requirements

- High School diploma or equivalent
- Education in secretarial or business courses
- Experience in basic clerical work or some responsibility; or
- Equivalent combination of training and experience.

Continuing education may be granted as the need arises, that will support this position in its administrative responsibility.