

**BOROUGH OF ENGLISHTOWN
LOCAL GOVERNMENT PERSONNEL
POLICIES AND PROCEDURES MANUAL**

JOB POSTING FORM

**EMPLOYMENT OPPORTUNITY:
DEPUTY TAX COLLECTOR**

**TITLE OF POSITION:
DEPUTY TAX COLLECTOR (P/T)**

**DEPARTMENT:
FINANCE**

CLASSIFICATION: EXEMPT: X NON-EXEMPT:

HIRING SUPERVISOR: GOVERNING BODY

REPORT TO: TAX COLLECTOR

POSITION DESCRIPTION:

Borough of Englishtown seeks a part time Deputy Tax Collector. The Deputy Tax Collector reports directly to the Tax Collector and is responsible for all statutory duties along other related duties as required for the collection of property taxes and water/sewer rents. Candidates should hold a current valid NJ Tax Collector's certificate issued by the DCA or willing to obtain certification within 4 years of appointment. Bachelor's degree strongly recommended. Minimum of 4 years experience. Must have excellent computer skills and be proficient in Microsoft Excel and Edmunds Financial Software. Excellent communications skills and management/supervisory experience required. No later than June 17, 2020 please submit resume to: Peter Gorbatuk, Municipal Clerk Email: clerk@englishtownnj.com
Borough of Englishtown is an Equal Opportunity Employer.

EMPLOYMENT STATUS:

REGULAR FULL-TIME _____ REGULAR PART-TIME **X** TEMPORARY _____

SALARY RANGE:

\$500-\$15,000 contingent upon experience.

POTENTIAL CAREER OPPORTUNITIES IN THE POSITION:

n/a

ADDITIONAL COMMENTS:

FOR ADDITIONAL INFORMATION, APPLICANTS SHOULD CONTACT:

ADMINISTRATION OFFICE (732) 446-9235

APPLICATIONS CAN BE PICKED UP AT 15 MAIN STREET, ENGLISHTOWN
