

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

JOB POSTING FORM

**EMPLOYMENT OPPORTUNITY:
CERTIFIED TAX COLLECTOR**

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

**DEPARTMENT:
FINANCE**

CLASSIFICATION: EXEMPT: X NON-EXEMPT:

HIRING SUPERVISOR: GOVERNING BODY

REPORT TO: GOVERNING BODY

POSITION DESCRIPTION:

*Borough of Englishtown seeks a part time Certified Tax Collector. The Tax Collector reports directly to the Governing Body and is responsible for all statutory duties along other related duties as required for the collection of property taxes and water/sewer rents. Candidates must hold a current valid NJ Tax Collector's certificate issued by the DCA. Bachelor's degree required. 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:

\$5,000-\$20,000 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
