



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Personnel

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Fire Department, and Police Station

FROM: Municipal Finance Department

DATE: May 1, 2014

NOTICE OF VACANCY
FULL-TIME MUNICIPAL FINANCE DEPARTMENT
SENIOR DEPUTY TAX COLLECTOR

The Town of Hanover, Department of Municipal Finance is seeking qualified candidates for the full-time (35 hours/wk.) position of Senior Deputy Tax Collector.

Duties include extensive interaction with the general public, process and receive tax payments, sort and process the mail, balance daily receipts and prepare bank deposits, post payments, abatements, refunds for all taxes and reconciles, prepare real estate, personal property, motor vehicle excise tax bill and all subsequent delinquent notices, prepare and issue demand notices and warrants, handle inquiries and complaints from taxpayers, banks and attorneys and explain procedures and laws that apply, work with outside deputy collector regarding collections and subsequently with the Registry of Motor Vehicles. Strong communication, computer skills and attention to detail are required. The successful candidate is expected to work positively and cooperatively in a team environment and maintain an attitude exemplifying the department's philosophy stressing the priority of customer service and imparting that attitude to staff members. Position interfaces with a variety of financial and banking software.

Minimum qualifications: High School diploma or general education degree (GED); and six months to one year related experience and/or training; or equivalent combination of education.

This position is under the Hanover Municipal Employees League Contract. If selected the candidate shall undergo a pre-employment physical which shall include a screening for drugs. The successful candidate will also be required to undergo a CORI check and obtain approval to be bonded by the Town's risk insurance company.

A complete job description is available from the Selectmen's/Town Managers Office. Please submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov. Deadline for applications is May 16, 2014. (posted 5-1-14)

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.