



## CITY OF PERTH AMBOY

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### Job Posting

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**TITLE:** Municipal Tax Collector

**SALARY:** \$108,272 - \$138,674

**DEPARTMENT:** Tax Collection

**DATE POSTED:** April 13, 2022

**DEADLINE:** April 27, 2022

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The City of Perth Amboy is seeking qualified applicants for the position of **Tax Collector** with 5 years' experience. Perth Amboy has roughly 10,000 taxable line items.

**Job Description:** The successful candidate should have strong knowledge of all aspects of the tax collection office, statutory requirements along with the various phases of tax collections including annual tax billing, delinquent notices, cashiering, proficient in working with senior and veteran deductions, property tax reimbursement applications, lien redemptions, adjustments for tax appeals, monthly reporting, calculations of PILOT.

Must be detail oriented, possess strong customer service and oral and written communication skills, with supervisory experience. Applicant must be knowledgeable in Edmunds Tax and Utility Software System, Microsoft Office.

**Requirements:** The candidate must possess a current a State of NJ Certified Tax Collector's License, Appointees 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 essential duties of the position. Residency may be required.

**This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.**

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **April 27<sup>th</sup>, 2022**.

**POSTED AT:** ALL DEPARTMENTS

*Equal Employment Opportunity Employer*