

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2218**

**OPEN COMPETITIVE EXAMINATION FOR: REVENUE & COLLECTIONS  
SPECIALIST**

**SALARY: \$61,109.33 ~ \$74,689.18 PER YEAR**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications,** which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**IMPORTANT:**

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Assists with the preparation of annual tax bills, reviews drafts, custodian of printed rate books; Uploads online tax, lockbox and parking payments; Monitors online payment activity; Balances cashier receipts; Reconciles daily bank deposits; Handles credit card disputes, reverses declined credit card payments; Voids checks per bank notification; Manages the process of refunding credit balances; Assists Water and Sewer department with disputes and rejected payments; Coordinates lockbox and police services; Prepares monthly reports for bank reconciliation, for online deposits and reports to Treasurer; Prepares extra duty delinquent report for BOA and prepares refund files for BOA approval; Provides assistance to Deputy Tax Collector and staff, calculates interest and fees; Answers calls, provides balances and explains charges, resolves disputes with Marshals, processes payments for warrants collected; Assists bankruptcy case clerk; Processes police extra duty billing, payments and reports, Supervises Accountant; performs data entry and filing; prepares performance reviews and assists in hiring, and personnel issue resolution; Communicates with Finance and Treasury staff; Provides tax clearance for vendor checks; Works closely with Auditors; Prepares financial spreadsheets and reports and journal entries; Processes Refuse department bills and reports; Uploads and reconciles TaxServ payments; Releases motor vehicle registration holds; Acts as department timekeeper; Trains staff and provides guidance and oversight; Ensures compliance with internal control procedures, deadlines and other regulations; Maintains orderly filing systems and manages record retention of department files per State Library; Manages office supplies; Leads department process improvement efforts and testing of software and technology upgrades and new procedures; and other related work as required; Cross trains on other department accounting and collections positions; may perform work of others in the department as needed; Manages department in absence of Manager and/or Deputy; Performs additional duties and special projects and reports as requested.

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**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Proficient level of knowledge of municipal revenue collections. Strong problem solving, reconciliation and analysis skills; Strong judgement and decision-making skills; Ability to plan and supervise the work of others; Ability to prioritize work, and meet deadlines; Knowledge and ability to use applicable information technology and systems to meet work needs; Excellent verbal communication skills. Ability to work successfully in a team environment; Proficient with Microsoft Office applications including Word, Excel, and Outlook, and financial software systems, such as Quality Data Systems and Infor/Lawson.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:**

Associates degree from an accredited college or university in Business Administration, Accounting, or closely related field and Certification as a CT Municipal Tax Collector, plus three (3) years of responsible experience in tax assessment, tax collection, revenue collection, bank reconciliation, financial reporting and staff supervision. **OR** Bachelor's degree from an accredited college or university in Business Administration, Accounting, or closely related field, plus three (3) years of responsible experience in tax assessment, tax collection, revenue collection, bank reconciliation, financial reporting and staff supervision.

**NOTE:** Any individual who is minimally qualified by a Bachelor's degree, and subsequently hired without certification, shall obtain such certification as a Connecticut Municipal Tax Collector within 24 months from their date of hire.

**COPIES OF DEGREE/TRANSCRIPTS/CERTIFICATION MUST BE  
SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/D/V  
EEOP Utilization Report available upon request