



Town of Freedom

Post Office Box 227 – 33 Old Portland Road
Freedom, New Hampshire 03836
Ph: 603-539-6323
www.TownofFreedom.net

Job Title: Tax Collector

Department: Administration

Status: Part-Time, Non-Exempt

Job Summary

As of March 2023, the position of Tax Collector in the Town of Freedom is appointed by the Board of Selectmen. The responsibilities are many and varied, and are governed by State of New Hampshire RSA's and Administrative Rules. The position also requires direct interaction with the Board of Selectmen's Office.

Supervision Exercised

The Tax Collector is responsible for appointing a Deputy, subject to approval of the Selectmen.

Supervision Received

Tax Collectors are governed by the following State Agencies:

- NH Department of Revenue Administration

Primary Responsibilities and Duties

The following is a partial list of specific job duties that are performed on a regular basis (in no particular format of importance):

- Work closely with taxpayer answering questions, providing information.
- Process all payments as they are received.
- Balance cash and all accounts collected daily, depositing the same.
- Balance with the Town Treasurer and Bookkeeper monthly.
- Prepare year-end report, MS61 and submit NH DRA.
- Prepare year-end report for Town to be included in the Town Report along with MS61.
- Process and mail property tax bills, current use, yield tax, and supplemental warrants as instructed by the Board of Selectmen.
- Prepare and mail delinquent notices for property taxes, current use, yield tax, and supplemental warrants. Notice includes all prior year liens.
- Coordinate and prepare all remaining unpaid accounts for impending lien notices to be mailed via certified mail. If the accounts are not paid by the due date, a tax lien is executed against the property, with a copy sent to the Registry of Deeds to be recorded. When the tax lien is paid in full, a redemption report is mailed to the Registry of Deeds so the lien can be released.
- Hire a subcontractor to research owners of impending liens and mortgagees for notification of impending tax deed.
- Prepare deeding notices for tax lien accounts that are approaching the due date. These are sent via certified mail. The property is deeded to the Town for non-payment of tax liens; deeds sent to the Registry of Deeds for recording.
- Work closely with the Board of Selectmen and Town Administrator for instructions on how they would like my office to proceed.

- Daily telephone calls from banks, mortgage companies, attorneys, real estate offices and the general public requesting tax information pay off figures and other information.
- Prepare paperwork on bankruptcies filing with the Court also keeping an accurate record of outstanding taxes due.
- Research old records for attorney's offices and property owners regarding property liens, etc
- Accepts prepayments
- Process pre-payments and refund over payments
- Maintain accurate records/files.
- Pursue collection of returned checks.
- Accounts of the Tax Collectors are audited on a regular schedule, determined by the state agency themselves also by the Town's Auditors yearly
- May perform additional tasks and duties as necessary and/or requested

Knowledge, Skills, and Abilities Required

- Commitment to excellence in customer service
- Extensive knowledge of the State of New Hampshire statutes relating to the functions of revenue collection
- Thorough knowledge of contemporary procedures and practices of revenue collection
- Thorough knowledge of modern office practices, including the handling and accounting of large sums of money
- Ability to apply State and federal laws, town ordinances, departmental policies, procedures, rules and regulations to determine necessary action
- Ability to digest, review and disseminate large quantities of information to the proper authorities
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems
- Ability to perform basic mathematical computations
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons
- Ability to monitor new issues and techniques appropriate to Tax Collector functions and responsibilities
- Ability to understand municipal operations and budgetary impacts
- Ability to operate data and word processing equipment and computer terminal(s) to access, process and retrieve information contained in file records and computer databases
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems
- Ability to communicate effectively both orally and in writing
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims
- Ability to greet the public and offer assistance

The State of New Hampshire provides many workshops during the course of the year in order to keep Tax Collectors up-to-date with the ever-changing requirements of Local, State and Federal Agencies. Most are mandatory in order to maintain certification. Some are a result of new government programs. In addition to these workshops, the New Hampshire Tax Collectors Association provides Tax Collectors with annual training opportunities including but not limited to workshops, conferences, and a three-year certification program, networking opportunities, as well as informational release through newsletters and minutes of association board meetings.