



**Village of Suamico**  
**Tax Collection Limited Term Employment (LTE)**

Opening Date: 10/07/22  
Closing Date: Continuous  
Position: Tax Collection Limited Term Employment (LTE)  
Hourly Wage: \$15.30 Hourly  
Benefits: None  
Work Schedule: Monday through Thursday, 7:00am – 4:30pm, Friday, 7:00am-11:00am.  
Duration is anticipated to be 12/12/22 through 2/03/23  
Reports to: Director of Administrative Services

**DUTIES AND RESPONSIBILITIES**

1. Receipt property taxes in-person and by mail.
2. Enter payments made by cash/check/credit card.
3. Update mailing addresses.
4. Add or delete lottery credits.
5. Serve as the phone and counter contact for customers.
6. Answer tax-related questions.
7. Reconcile cash drawers for all tax batches and create bank deposits.
8. Assist with mailing receipts and other written correspondence to taxpayers.
9. Other duties as assigned.

***Minimum Qualifications***

1. Education and Experience
  - Experience in cash-handling
2. Knowledge and Abilities
  - Ability to communicate effectively both orally and in writing.
  - Skill in providing good customer service.
  - Ability to maintain effective working relationships with staff and the public.
  - Knowledge to perform basic computer tasks utilizing Microsoft Word and Excel. Use of a 10-key machine, computer, copy machine, printer, and other devices is a required essential function of this position.
  - Ability to perform full data entry functions.
  - Knowledge of arithmetic, business English and spelling.
  - Ability to learn the specialized procedures of the department in which employed.
  - Ability to work the required hours of the position.

**Interested candidates should submit an employment application and/or resume to:**  
Jessica Legois - Director of Administrative Services Via Email at [DirAdminSvc@suamicowi.gov](mailto:DirAdminSvc@suamicowi.gov)  
or Mail To:  
Village of Suamico  
ATTN: Jessica Legois  
12781 Velp Avenue  
Suamico, WI 54313