



# CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

## **Tax Collector Clerk (Spanish Speaking)** *Office of the Tax Collector*

The Mission of the Tax Collector Office is to provide the constituent and business community of the City of Bridgeport with the highest level of efficient, courteous, and professional services while complying with all state and local laws. This office does not make laws nor sets policies. The office provides superior customer service to help facilitate the complexities of state and local law as it applies to the collection of taxes.



For more information visit: <https://www.bridgeportct.gov/government/departments/tax-collector>

**Salary and Benefits:** \$52,178.00 annually. This position is affiliated with the National Association of Government Employees Local R1-200 (aka "NAGE") and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka "union contract"). The above salary is subject to cost-of-living increases as negotiated by NAGE. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Retail and tuition discounts may be available at various universities and businesses that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) ([www.osc.ct.gov/rbsd/cmers/muniretire.htm](http://www.osc.ct.gov/rbsd/cmers/muniretire.htm)), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at [ssa.gov](http://ssa.gov).

**Application Process:** Mail, deliver or email a resume, a cover letter, and a completed Civil Service Application (found below) to the Civil Service Commission Office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov). Please include "Tax Collector Clerk (Spanish Speaking)" in the subject line.

**Accepting complete submissions until Friday, November 15, 2024.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).*

*This position will require a pre-employment medical examination and controlled substance screening.*

### ***Municipal Profile***

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east. The most populous city in Connecticut, it has an approximate population of 147,000, consisting of 50,367 households, with a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks, including the Olmsted-designed Seaside Park and Beardsley Park, Bridgeport is a vibrant community, and was recently cited as the 11<sup>th</sup> most diverse city in the country (with some 85 languages spoken here). *NBC Today* also labeled Bridgeport one of the [top 5 booming cities in the nation](#). The City is also home to numerous attractions, such as the [Barnum Museum](#), [Connecticut's Beardsley Zoo](#), the [Hartford Healthcare Amphitheater](#), the [Total Mortgage Arena](#), and the Soundside Music Festival, all of which bring thousands of visitors to the city each year for a myriad of events. A center of learning, Bridgeport is home to Sacred Heart University’s Center for Healthcare Education, the University of Bridgeport, and Fairfield University’s Bellarmine Campus, as well as the campus of the Paier College of Art and the Housatonic Community College. The city also hosts two major medical centers which serve the region and are the city’s largest employers: Bridgeport Hospital, which is part of the Yale New Haven Health Care System, and Saint Vincent’s Medical Center, which is part of Hartford Healthcare.

### ***Governing Structure***

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

### **GENERAL STATEMENT OF DUTIES:**

The position is to handle all aspects of cashiering, manage bankruptcy files, handle tax paper concerns, file USS liens for delinquent personal property tax and liens for real estate, handle attorney requests, payoff balances and process attorney checks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Receives, process and reconcile all tax payments.
- Balance daily receipts
- Handle all customer issues.
- Filing proof of a claim
- Coding accounts appropriately
- Handling phone calls, emails, and mail
- File UCC liens for delinquent personal property tax and liens for real estate
- Handle all attorney requests, payoff balances, and process attorney checks.
- Foreclosure processing

### **MINIMUM QUALIFICATION REQUIREMENTS:**

- High School graduate
- Three years of Tax Collection experience

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate effectively to staff members and the public.
- Experience in a large office setting
- Basic Excel knowledge
- Have knowledge of the Connecticut laws that govern municipal tax collection.
- Have strong technical skills in relation to tax collection software.
- Ability to read, write, and speak the Spanish language to communicate with members of the Spanish Speaking community fluently.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

*This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.*

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE, ROOM 106  
BRIDGEPORT, CONNECTICUT 06604  
TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)



CITY OF BRIDGEPORT, CONNECTICUT  
**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

**Employment Application**

|                      |  |      |  |
|----------------------|--|------|--|
| Position Applied for |  | Date |  |
|----------------------|--|------|--|

| APPLICANT INFORMATION                                   |                              |                             |  |                              |                             |  |  |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|--|--|
| Last Name   |                              | First Name                  |  | M.I.                         |                             |  |  |
| Mailing Address   |                              |                             |  |                              | Apartment/Unit #            |  |  |
| City  |                              | State                       |  | ZIP                          |                             |  |  |
| Phone   |                              |                             | E-mail Address                                 |                              |                             |  |  |
| Commercial Drivers License (CDL) (Yes/No)               |                              |                             | CT Drivers License (Yes/No)                    |                              |                             |  |  |
| Are you a citizen of the United States?                 | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |  |  |
| Have you ever worked for the City of Bridgeport before? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when?                                   |                              |                             |  |  |

| EDUCATION   |    |                   |                              |                             |        |  |  |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|--|--|
| High School |    |                   |                              | Address                     |        |  |  |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |  |
| College     |    |                   |                              | Address                     |        |  |  |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |  |
| Other       |    |                   |                              | Address                     |        |  |  |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |  |  |

| REFERENCES  |  |  |              |
|---|--|--|--------------|
| <i>Please list three professional references.</i> |  |  |              |
| Full Name   |  |  | Relationship |
| Company   |  |  | Phone        |
| Address   |  |  |              |
| Full Name   |  |  | Relationship |
| Company   |  |  | Phone        |
| Address   |  |  |              |
| Full Name   |  |  | Relationship |
| Company   |  |  | Phone        |
| Address   |  |  |              |

| PREVIOUS EMPLOYMENT                                      |  |    |  |                              |                             |
|--|--|----|--|------------------------------|-----------------------------|
| Company  |  |    |  | Phone                        |                             |
| Address  |  |    |  | Supervisor                   |                             |
| Job Title  |  |    |  |                              |                             |
| Responsibilities   |  |    |  |                              |                             |
| From   |  | To |  | Reason for Leaving           |                             |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

|  |  |    |  |                              |                             |
|--|--|----|--|------------------------------|-----------------------------|
| Company  |  |    |  | Phone                        |                             |
| Address  |  |    |  | Supervisor                   |                             |
| Job Title  |  |    |  |                              |                             |
| Responsibilities   |  |    |  |                              |                             |
| From   |  | To |  | Reason for Leaving           |                             |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

|  |  |    |  |                              |                             |
|--|--|----|--|------------------------------|-----------------------------|
| Company  |  |    |  | Phone                        |                             |
| Address  |  |    |  | Supervisor                   |                             |
| Job Title  |  |    |  |                              |                             |
| Responsibilities   |  |    |  |                              |                             |
| From   |  | To |  | Reason for Leaving           |                             |
| May we contact your previous supervisor for a reference? |  |    |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

| DEMOGRAPHICS   |                                 |   |  |   |  |
|--|---------------------------------|---|--|---|--|
| <p>For the purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p> |                                 |   |  |   |  |
| <b>GENDER:</b>   | FEMALE <input type="checkbox"/> | MALE <input type="checkbox"/>               | NON-BINARY <input type="checkbox"/>                |   |  |
| <b>ETHNICITY:</b>  | WHITE <input type="checkbox"/>  | ASIAN <input type="checkbox"/>              | BLACK or AFRICAN AMERICAN <input type="checkbox"/> | AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> |  |
| NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>   |                                 | HISPANIC or LATINO <input type="checkbox"/> | TWO or MORE RACES <input type="checkbox"/>         | OTHER <input type="checkbox"/>                            |  |

| DISCLAIMER AND SIGNATURE |  |  |      |
|--------------------------|--|--|------|
| Signature                |  |  | Date |

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.