

RESOLUTION 2026-40

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY ADOPTING JOB DESCRIPTION, SENIOR TAX CLERK II FOR THE TAX & UTILITES COLLECTION DEPARTMENT

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Senior Tax Clerk II for the Tax & Utilities Collection Department is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their Re-Organization meeting held in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ on the 1st day of January, 2026

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: Senior Tax Clerk II

DEPARTMENT: Tax & Utilities Department

STATUS: Full Time

DATE: January 1, 2026

DESCRIPTION OF DUTIES:

Provides clerical support to assigned Department as specified. Duties generally include: Compilation of various records and reports, data entry, typing, performs basic arithmetic calculations, relates to public.

RESPONSIBILITES

- Clerical support to Collections Department
- Regularly meets and greets public
- Collects and posts fees for taxes and/or water/sewer
- Prepares certificate of redemptions
- Balances cash draw, cash box, and deposits on a daily basis
- Balances premium account spredsheet
- Operates computer systems and office related machinery
- Maintains specified record keeping
- Prepares final readings
- Provides clerical support to co-workers as neeed
- Redeeming of outside and municipal liens
- All general office duties related to tax/water/sewer i.e. redemtions, work orders
- All general office duties, i.e. phones, mail, filing, typing
- Update Tax Title Lien account spreadsheet
- Assist in preparation of walk routes
- Assists collector in setting up direct withdrawal
- Prepare reports showing tax arrearages, notices for requests as well as tax sale
- Ability to understand, compute and explain the billing and interest of taxes

SKILLS KNOWLEDGE AND ABILITIES

- Working knowledge of tax laws of State of New Jersey is required
- Must be able to communicate effectively in a professional manner due to
- Must have aptitude for numbers and be accurate

EDUCATION REQUIREMENTS

- High School degree or equivalent
- Must be willing to complete PMTC I, II, III courses if directed by the Tax Collector

SUPERVISION

- Deputy Tax Collector
- Tax Collector
- Township Administrator