

## RESOLUTION 2026-86

### RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY UPDATING JOB DESCRIPTION, SENIOR TAX CLERK 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 for the Tax & Utilities Collection Department is hereby updated and 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 regular meeting held in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ on the 3<sup>rd</sup> day of February, 2026

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Donna M. Manno, RMC  
Municipal Clerk

## **JOB DESCRIPTION**

**TITLE:** Senior Tax Clerk

**DEPARTMENT:** Tax & Utilities Department

**STATUS:** Full Time

**DATE:** February 3, 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
- Balances cash draw, cash box, and deposits on a daily basis
- Balances premium account spreadsheets
- Operates computer systems and office related machinery.
- Gathers, collates, classifies, compiles information when necessary
- Maintains specified record keeping.
- Provides clerical support to co-workers as needed.
- Redeeming of outside and municipal liens
- All general office duties, i.e., phones, mail, filing, typing.
- 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.
- Must be able to acquire Notary Status

### **EDUCATION REQUIREMENTS**

- High School degree or equivalent
- Must work in Tax Office for no less than 1 year as Tax Clerk

### **SUPERVISION**

- Deputy Tax Collector
- Tax Collector
- Township Administrator