

RESOLUTION 2026-87

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY UPDATING JOB DESCRIPTION, DEPUTY 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 Deputy 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 3rd day of February 2026

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: Deputy Tax Collector

DEPARTMENT: Tax Collector

STATUS: FULL TIME (X) PART TIME ()

UPDATED: February 3, 2026

DESCRIPTION OF DUTIES

The Deputy Tax Collector is responsible for the overall day to day functions of the Tax Collectors Office. There is substantial contact, both-written and verbal, with taxpayers for the purpose of giving information and resolving problems. This position must be knowledgeable in New Jersey Tax Law.

RESPONSIBILITIES

- Assist in all aspects of collection and billing for Tax and Water/Sewer.
- Receives, Records, and posts all payments.
- Make bank deposits.
- Responsible for counter balancing.
- Creates, records, and updates cashbooks, and revenue books.
- Ensures all deposits are timely, accurate and delivered to correct financial institution.
- Update Tax Duplicate as information becomes available. (name, address and bank code changes)
- Preparing and mailing of tax bills & notices, as well as water/sewer bills and notices
- Mail and verification of Annual Post Tax Year Statements
- Verifying New Jersey Homestead Rebate lists as submitted by State.
- All general office duties i.e. answer phones, open mail, filing, etc.
- All general duties in relation to tax/water-sewer i.e. redemptions, work orders, billing register
- Responsible for setting up new water/sewer accounts, and walk routes
- Responsible for all functions in Collector's absense
- Assists with all aspects of the Annual Tax Sale
- Assist in Collectors monthly and year end reports for Tax and Utility
- Processes all correspondence and Resolutions for the Collector

SKILLS, KNOWLEDGE AND ABILITIES

- Working knowledge of the Tax Laws of the State of New Jersey.
- Must be able to communicate effectively in a professional manner due to heavy contact with public
- Must have an aptitude for numbers and be very accurate.
- Must be able to acquire Notary Status

EDUCATION REQUIREMENTS

- High School Degree or equivalent
- Certified Tax Collectors Certificate from the State of New Jersey
- Salary will be determined by the Township Administrator

SUPERVISION

- Tax Collector
- Township Administrator