

JOB OPENING

CERTIFIED TAX COLLECTOR – City of Orange Township, Essex County, NJ. The City of Orange Township is seeking a full time Tax Collector. Approximately 5,500 line items. Population 30,000. Candidate must hold a CTC State Certification prior to appointment. Responsibilities include tax billing and collecting, maintaining detailed accounting records, electronic data processing and the proper disposition of funds received. Additional duties include, but not limited to initiating and carrying out various procedures for enforcing the timely payments of taxes and following all Title 54 Statutes involving the application of interest of delinquent accounts and the use of tax sales, liens and foreclosure methods. Edmunds experience and excellent written and communication skills are highly desired. Salary commensurate with experience. Please send letter of interest, resume, references, salary history and requirements to: Attn: Willis Edwards III, City of Orange Township, 29 North Day Street, Orange, NJ 07050 by June 30, 2015.