



Notice of Opening – Tax Collector

This position is for the appointment to fulfill the position of Tax Collector until the elected seat is filled during the next municipal election. This is normally an elected position, but a vacancy has occurred, and council must fill the vacancy. The appointment will be from the date of appointment, until December 31, 2011.

Requirements to be Tax Collector:

1. Resident a minimum of 1 year prior to appointment, and must remain resident during term of appointment
2. Candidate may not hold any other elective office
3. Can not be a school board director
4. May not be a Borough Employee
5. Must fill out an ethics law disclosure prior to taking oath of office.

Successful candidate should:

1. have moderate Computer Skills
2. be able to be bonded by and insurance company
3. have a demonstrated attention to detail
4. be a self-motivator
5. have strong customer service skills
6. have a basic understanding of accounting and reporting procedures
7. be available to perform the duties of the position on a full-time basis

To be considered you need to:

1. Fill out a Borough job application
2. submit a resume
3. include a cover letter
4. Mail or drop off package at Borough Office, **Attn: Tax Collector Candidate**, and Package must be received by **Tuesday, March 9, 2010 @ 4.30 pm** to be considered for the position.

Still have questions? Please direct them to Dave Hazlett, Borough Manager, manager@carrollvalley.org, or 717-642-8269, ext 24.