

Dunn's Corners Fire District  
Job Description: District Tax Assessor/Collector

May 5, 2008

1. Provides prompt and effective customer service to Dunn's Corners taxpayers.
2. Prior to the District Annual Meeting provides Operating Committee with an estimated tax rate based on the proposed budget.
3. Calculates the tax rate which provides revenue sufficient to pay all operating expenses together with any other items set forth in the budget approved for the current year, based on the valuations made by the assessors of the towns of Westerly and Charlestown. This tax rate calculation must be submitted to the Operating Committee on or before July 31.
4. Upon Operating Committee approval of the tax rate (no later than August 15), signs and dates the tax rate calculation.
5. Prepares and issues tax bills for all non-exempt properties in the Dunn's Corners Fire District by August 25.
6. Assesses properties which may have been omitted from the lists of assessments from the towns of Westerly and Charlestown, and produce a tax bill for those properties based on said assessment.
7. Receives and collects tax payments and deposits them to the appropriate DCFD bank account.
8. Maintains records of tax payments so as to be able to identify delinquent accounts.
9. Provides periodic reports to the Operating Committee on the progress of tax collections, delinquent accounts and so forth.
10. Attends meetings as requested by the Operating Committee.
11. Provides support for the periodic auditing of District financial records.
12. Maintains tax billing and payment records per District records retention policies.
13. Responds to correspondence relative to taxation for the Fire District.
14. Provides reporting and advice to the Operating Committee.
15. Prepares a written statement prior to the District Annual Meeting of all tax collections and delinquent charges for the previous fiscal year.

16. Enters into binding agreements with adjacent fire districts relative to the reasonable and equitable apportionment of amounts assessed on those properties which lie partially in the Dunn's Corners Fire District and partially in another district.