

Come Join Our Team!

A part of the Manatee County Tax Collector's team, you become part of an organization that is a recognized leader in Florida. The Office earned the coveted Governor's Sterling Award as a role model organization in 2011. We also received the first annual Florida Tax Collectors Inc. (FTC) Excellence in Finance Operations Award. Ken Burton Jr. was President of the FTC from 2007-2008 and continues to serve on the Board. Our staff serves on state committees and coalitions; and members of our Senior Team are Leadership Manatee graduates.

Employees are selected annually to attend the four-part Certified Florida Tax Collecting Assistant (CFCA) training. Participants learn about the duties and responsibilities of the Tax Collector; licenses taxes and fees; ad valorem taxes; and management.

We are a process-based organization utilizing social media for communications, smart technology in computers, telephone and E-mail systems including QR codes, barcode scanners and high-speed processors. Our Office Web contains important information about employees, departments, office activities and internet links.

The Tax Collector is a Constitutional Officer and separate from local and state government. The Office does, however, provide services and collect taxes and fees for both. Our five locations are DeSoto, Lakewood Ranch, North River, Palma Sola and Driver License Office along with our website taxcollector.com where many transactions can be completed any time.

Together we strive to achieve our vision "Innovating Better Ways to Serve."

Core Values

Customer Focus

We strive toward understanding and anticipating what our customers are trying to accomplish and, more importantly, delivering what they truly value.

Innovation

We recognize technology as the key to success and consider ourselves pioneers and innovators implementing it into the workplace. We also develop a spirit of inquiry and strive for ongoing education and development.

Future Focus

We strive to be forward thinking as we plan for change and the future needs of the organization and the community.

Integrity and Respect

We operate openly and hold the highest ethical standards as we embrace diversity and treat our constituents, staff members, vendors and stakeholders with integrity and respect.

Teamwork

We communicate and interact well with colleagues to unleash the power of teamwork throughout our office.

Excellence & Accountability

We take personal ownership for ensuring that we strive for excellence in all aspects of our daily responsibilities.

Community & Social Responsibility

We play an active role in enhancing the quality of life; both personally and as an organization.

The Manatee County Tax Collector is an Equal Opportunity Employer. Information contained herein is subject to change.

The Manatee County Tax Collector provides preference in the hiring of individuals who possess the necessary skills required for his position and meet the minimum requirements to qualify as a veteran and the spouse of a veteran eligible for veterans' preference as defined by Florida law.



Ken Burton Jr.
Innovating Better Ways to Serve

EMPLOYMENT OPPORTUNITIES

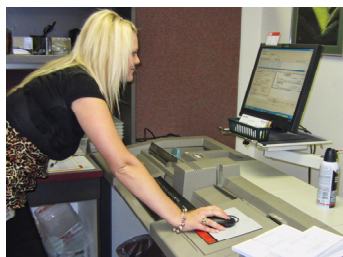
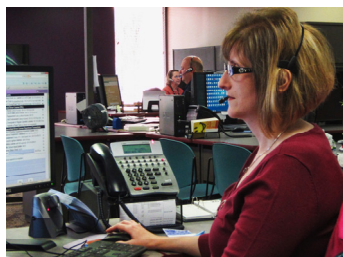


taxcollector.com



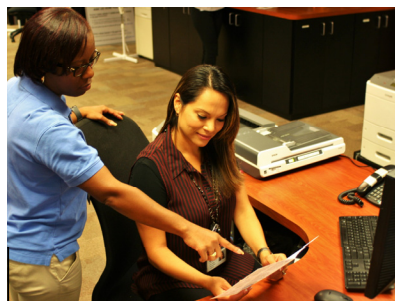
Office Responsibilities

- Driver Licenses
 - Original Florida License/ID and Renewals, Reinstatements, Revocations, Cancellations, Suspensions, Immigrant/Non-Immigrant (Non US Citizens) and Commercial Driver Licenses (CDL)
- DMV
 - Vehicle, Boat and Mobile Home Titles, Registrations and Renewals
 - Disabled Parking Permits
- FWCC Hunting and Fishing Licenses
- Property Tax Collection
- Tangible Personal Property Tax Collection
- Resort Tax Collection
- Tax Certificate Sale
- Motor Voter Applications



Salary & Benefits

- Twelve (12) Paid Holidays per Year
- Paid Birthday Off
- Excellent Medical | Dental | Life Insurance
- Paid Vacation/Sick Leave Program (Unileave) (16 hours when full-time/14 hours accrued per month)
- Florida State Retirement System Participation
- College Tuition Reimbursement
- Education Incentive Pay
- CFCA Completion Bonus
- Optional Deferred Compensation Plan
- Employee Special Activities Fund (ESAF) Voluntary contributions support benevolence efforts and special events



Applications

Employment applications are available on taxcollector.com.

Submit completed applications to our DeSoto Office:

Manatee County Tax Collector
819 301 Boulevard W.
Bradenton, Florida 34205

Desired Characteristics

If you possess the following abilities, you may be just what we are looking for in an employee:

- Strong Work Ethic
- Team Player
- Excellent Customer Service Skills
- Dependability
- Pride in Workmanship
- Attention to Detail
- Cash Handling Proficiency
- Computer Skills Proficiency

Qualifications

We employ various resources to determine and confirm an applicant's experience and qualifications:

- Performance-based Computerized Testing that measures cash-handling, data entry, email composition, typing/keyboarding skills (35 wpm minimum), computer literacy and internet knowledge
- High School Diploma or Equivalent
- Prior Employers References
- Personal References
- Criminal History Report
- Fingerprinting

