

DEPUTY TOWN CLERK

NATURE OF WORK

This position entails varied office, clerical, secretarial, and administrative assistance type duties, working independently and as a team member assisting the Town Clerk and Town Manager in all aspects of Town Office business functions. An equally important responsibility of the position is working with the public, in many instances serving as initial contact for the public/customers coming into the Town Office, calling by phone, and emailing/faxing requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of Work, not necessarily complete list.)

In most instances serves as primary attendant for front counter, greeting customers, answering questions, processing transactions, and answering phones.

Registers motor vehicles and assists residents in all aspects of such, and prepares and submits weekly audit reports to the State, at the discretion of the Town's Motor Vehicle Agent. (New employees to this position must attend training required by the State and become certified to process motor vehicle transactions as soon as possible upon hire.)

Issues licenses and permits for and answers questions about hunting, fishing, dog licenses, snowmobile and other licenses/registrations and permits handled by the Town.

Assists in voter registration and elections, including tabulation and other activities during elections, as assigned by the Clerk of Elections.

Collects and receipts property tax payments and assists the public with all questions and research involving property tax records/cards and related.

Assists the Tax Collector in the filing of liens and mailing of the notifications, and in all other aspects of the tax collection process, as assigned by the Tax Collector.

Inputs into the Town's computer system and otherwise thoroughly documents and receipts all transactions at the time of occurrence.

Conducts nightly cash-ups and prepares bank deposits for same.

May conduct monthly bank reconciliations or assist in the process.

Receives and date-stamps daily mail received and other packages and deliveries.

May be required to attend meetings, take notes and prepares minutes on occasion and/or as assigned.

Assumes duties and responsibilities of the Town Clerk when absent and/or as assigned and needed.

Other duties, responsibilities, and special projects as assigned.

KNOWLEDGE, SKILLS, ABILITIES (Not exhaustive list)

Ability to perform all Essential Duties listed above in Essential Duties and Responsibilities section.

Knowledge of modern office practices and equipment, including computers.

Proficiency operating and working with all standard office equipment including but not limited to typewriter, word processor, spreadsheets of numerical as well as textural data, computer, copier/multi-function machine and the like.

Working knowledge of Microsoft Office, especially Word and Excel, and other common PC software.

Accounts for all public monies received by him/her in such manner as the Treasurer may prescribe.

Ability and willingness to learn and utilize new skills and abilities.

Ability to deal with the public on a daily basis and during very busy periods, at all times remaining professional, courteous, and focused on the issues at hand, even with upset patrons.

A dedication to provide the best in customer/citizen service.

Strong attention to detail and accuracy.

Ability to establish and maintain effective working relationships with fellow employees, other Town appointed and elected officials, and the general public, among others.

Ability to organize work, set priorities and work both independently and within a team/group setting.

TRAINING/EXPERIENCE/EDUCATION PREFERRED/REQUIRED

Experience and/or training in standard business office administration and practices; clerical and/or secretarial work; and in dealing with the public. High school graduation or GED/official equivalency generally required, but may be waived with enough proven experience or training in the appropriate fields. College degree, especially in pertinent fields, strongly preferred.