

## ASSISTANT TOWN CLERK/COLLECTOR

### Definition

Administrative and clerical work assisting the Town Clerk/collector to discharge the duties of the office; all other related work as required.

### Supervision

Works under the general supervision of the Town Clerk/collector.

Performs a variety of responsible functions in accordance with State statutes and Town bylaws, requiring the exercise of judgment and discretion in the interpretation and application of laws, regulations, and procedures; refers questionable cases to the supervisor.

### Job Environment

Work is performed under typical office conditions, with some interruption from the general public.

Operates computer and standard office equipment such as copier, facsimile machine, and telephone.

Makes regular contacts with the general public, local businesses and other Town departments requiring excellent customer service skills.

Errors could result in delay and confusion.

### Essential Functions

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Assists the Town Clerk/collector in the administration and operation of departmental activities; maintains vital statistics, recording births, marriages and deaths; issues certified copies of statistics as requested; files various committee and board decisions; notifies appropriate parties.

Assists in the issuance of a variety of State, County and Town licenses, permits and certificates.

Assists in the processing and maintaining of vital records and statistics, all town census data, all Town records and other documents maintained by the Clerk's office in compliance with State statute and Town bylaws; issues certified copies of all documents under office jurisdiction upon request.

Processes uniform commercial code filings and maintenance of said filings, and completes search requests.

Answers questions from the general public, directly and by telephone, providing information and making referrals to other offices and agencies as appropriate; provides information requested by Town officials.

Provides assistance to department heads in the preparation of Town Meetings and all elections; assists in the administration of the absentee ballot process.

Assists with all elections and Town Meetings; oversees Town Meeting tellers and checkers.

Processes payments for personal property, real estate and excise taxes; balances monies received; sends out demand notices as needed.

Performs data entry work, types a variety of letters, memoranda, reports and other documents from copy, rough draft or general instructions; assists in the filing of board/commission public meetings and said postings.

May provide secretarial and clerical assistance to the Health Department and Building Department on a regular basis; files, types, and answers the telephone; assists the general public; logs various types of information; performs simple calculations and collects fees; attends board meetings; takes minutes and transcribes information; may provide secretarial and clerical assistance to other departments as needed or required.

Works on special projects; performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school education; two years of related work experience including experience in working with the public; or any equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

*Knowledge.* Working knowledge of office procedures. Ability to deal with the public in a courteous and tactful manner.

*Ability.* Ability to understand and follow instructions and to work independently when required. General knowledge of the laws pertaining to vital statistics.

*Skill.* Skill in operating computers and related word processing and statistical applications is required.

### **Physical Requirements**

- Ability to operate a keyboard at efficient speed and sit at a computer for long periods of time.
- Position may require standing and walking for long periods of time at polling places and during elections.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*