

## **DEPUTY TOWN CLERK/TREASURER**

### Nature of work:

Work is conducted under the supervision of the Town Clerk/Treasurer/Tax Collector

This is varied clerical and administrative work assisting in the operation of the office of the Town Clerk/Treasurer/Tax Collector, including the collection and record keeping of various taxes, fees and licenses, the preparation of monthly reports and responding to requests for information or services to residents and property owners.

Employee will assist in the issuance of various licenses and permits, recording various documents and vital statistics, and the maintenance of a variety of town records. Work will also involve some secretarial work for various Town Boards, i.e. Board of Selectmen, Planning Board, Harbor Committee. Work is performed under the general guidance of the Town Clerk/Treasurer, but requires the ability to work independently following established procedures and routines. Work is reviewed based upon results achieved, reports and through audits, and customer service.

### Duties and Responsibilities:

- \*Serves as Town Clerk/Treasurer in the absence of the Town Clerk/Treasurer.
- \*Assists in the receipt and recording of payments of property and excise taxes, and issue Boat registrations, etc.
- \*Recording the minutes of the Board of Selectmen Meetings, Planning Board and Harbor Committee.
- \*Participate in the issuance of various licenses, including marriage, dog, hunting, etc.
- \*Waits on customers at the Town Office, and answers questions, and gives out information requested.
- \*Answers routine telephone inquiries and assists with other routine transactions.
- \*Performs related typing, clerical and record keeping duties as needed.
- \*Assists and puts together the Annual Town Report for the Board of Selectmen.

### Requirements of Job:

- \*Knowledge of modern office equipment, practices and procedures.
- \*Knowledge of principles and practices of accounting.
- \*Ability to perform a variety of office duties and be willing to attend training for various municipal requirements as dictated by State of Maine laws.

\*Ability to work independently.

\*Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

\*Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.

\*Ability to understand that some duties performed as Town Clerk are deemed confidential and must remain as such.