

JOB TITLE: DEPUTY TOWN CLERK/TAX COLLECTOR

Revised 07/07/2014

BRIEF JOB DESCRIPTION: Provides a variety of routine and complex clerical, administrative, and technical work for the Town Clerk and Tax Collector functions.

SUPERVISION: Works under the supervision of the Town Clerk/Tax Collector. Performs regular duties independently and on own initiative.

EMPLOYMENT STATUS: Full-time hourly position (non-exempt.)

DUTIES AND RESPONSIBILITIES: The duties listed 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. The performance of the following tasks/functions is required in meeting the expectations for the position as described:

1. In the absence of the Town Clerk/Tax Collector, handles any function associated with that position.
2. Process and maintain tax liens and deeds in accordance with State Laws and/or Town ordinances/policies. Collects various fees and taxes, and deposits on a daily basis. Performs accounting, posting, and balancing of accounting data associated with the office. Responsible for accuracy of computations and balancing/reconciling accounts.
3. Process registrations and titles, processing and knowing the documentation needed for leases, trusts, survivorships, corporations, businesses, transfers, military, renewals, and new registrations. Issue New Hampshire decals and/or plates for all vehicle and boat transactions, and maintain daily inventory of said decals and plates. Assist with the yearly inventory report required by the State for all decals and plates on hand every June 30. Collects and deposit payments on a daily basis, and maintains accurate records of such transactions.
4. Monthly reconciliation of property tax and Municipal Agent accounts with Finance Department.
5. When necessary, assists the Town Clerk with clerical details and minor administrative matters, and/or typing of any documents.
6. Issue and record licenses for a variety of purposes, (e.g. dogs, marriage licenses, etc.,) Process and issue certified copies of vital records upon request.
7. Process electronic registrations of motor vehicles and dogs.
8. Process and maintain vital statistic records and other documents in accordance with State laws and/or Town ordinances/policies.
9. Answer telephone and counter inquiries from the public concerning property taxes, interest due, and motor vehicle taxes. Check tax records for banks, realtors, lawyers, etc. Refer inquiries to the appropriate person/department when necessary and/or appropriate.

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10. Maintain inventory on Cemetery records and documents. Assist residents with sales of Cemetery lots.
11. Maintain and audit Transfer Station Sticker tracking spreadsheet.
12. Prepare daily, weekly, and monthly reports as necessary.
13. Assists the Town Clerk as an Election Official for all elections to include serving as the Clerk in the absence of the Town Clerk. Maintains election records and accepts voter registrations, party affiliation changes, receive and process absentee ballot requests, and any other election duties assigned. Assist with the end of night election tally/results.
14. Prepare yearly town wide information letter to residents.
15. Assist in receiving and processing incoming mail
16. Assist and train coworkers in performing their duties.
17. Maintain an appropriate level of confidentiality in regards to Town Records and Privacy Laws.
18. Attend seminars and workshops related to Town Clerk/Tax Collector duties and responsibilities.

SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES: A person in this position will possess the following minimum qualifications:

1. High school diploma or equivalent with course study in accounting or bookkeeping desirable.
2. Two years of formal experience in general office practices required with a working knowledge of property taxes desirable.
3. Skills and ability to use a variety of office machines and accurately maintain required records.
4. Able to type, file, add, subtract etc., Keep records and reconcile accounts.
5. Ability to learn and apply laws, ordinances, rules, and policies pertaining to the issuance of permits and licenses, elections, and other activities of the office.
6. Work well with the public and co-workers.
7. Able to effectively communicate verbally and in writing.
8. Ability to handle difficult people.
9. Ability to handle multiple tasks simultaneously and/or in sequence.
10. Ability to handle multiple priorities and to meet specific deadlines.

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11. Working knowledge of computers in a Windows environment with a proficiency in MS Office or similar word/processing/spreadsheet application.
12. Ability to easily perform detailed work in an accurate manner.
13. Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take directions, both oral and written, is essential. Ability to observe, identify, and communicate suggestions and/or options with initiative helpful.
14. Drivers license required with a clean driving record.

SPECIAL REQUIREMENTS:

1. Must be bondable.
2. Must live in Stratham and be a registered voter.
3. Must be a State Certified Municipal Agent or become one during the probationary period.
4. Being a Justice of the Peace or Notary or becoming one within six months is required.

TOOLS AND EQUIPMENT USED: Personal computer, calculator, telephone, credit card swipe pad, copy machine, fax machine, mail machine, and any other standard office equipment.

PHYSICAL DEMANDS: Employee is frequently required to sit, stand, talk, hear, use hands with manual dexterity to operate standard office equipment, handle or operate controls, reach with arms, and maneuver oneself into constrained spaces within an office environment. Must have the cognitive and sensory ability to be able to effectively communicate with the general public. Occasionally required to lift or move up to 25 pounds and must have good vision and ability to adjust and focus on close vision.

This is an appointed position.

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

STARTING WAGE RATE RANGE: To Be Determined.