

JOB TITLE: PART-TIME OFFICE ASSISTANT

Revised: 12/30/2020

BRIEF JOB DESCRIPTION: Performs a variety of clerical/administrative tasks in support of the Town Clerk/Tax Collector by assisting in meeting their statutory duties, missions, and/or functions.

SUPERVISION: Immediate supervisor shall be the Town Clerk/Tax Collector.

EMPLOYMENT STATUS: Part-time (averaging up to 24 hours per week) hourly position (non-exempt) within the following operational schedule. Flex-time scheduling depending on departmental needs.

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. Process registrations and titles, processing and knowing the documentation needed for leases, trusts, survivorships, corporations, transfers, military, renewals, and new registrations, collect payments and maintain accurate records of such transactions. Issue New Hampshire decals and/or plates for all vehicle and boat transactions, and maintain daily inventory for said decals and plates.
2. Process electronic registrations of motor vehicles and dogs.
3. Maintain dog registrations and issue dog licenses.
4. Issue certified copies for births, deaths, and marriages.
5. Collects various fees and taxes, and deposits them when necessary. Performs accounting, posting, and balancing of accounting data associated with the office. Will be responsible for accuracy of computations and balancing accounts.
6. Answers telephone and counter inquiries from the public concerning taxes, interest due, and motor vehicle taxes and fees and check tax records for banks, realtors, lawyers, etc. Refers inquiries to the appropriate person/department when necessary and/or appropriate.
7. Prepares daily, weekly, and monthly reports as necessary.
8. Help with all election duties assigned, maintain election records, and accept voter registrations.
9. Assist in general inquiries in the sale and purchase of cemetery lots.
10. Assist in receiving and processing incoming mail.
11. Maintain an appropriate level of confidentiality in regards to Town Records and Privacy Laws.

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12. Assists the Town Clerk/Tax Collector with any other clerical or administrative duties when deemed necessary.
13. 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 with the ability to type, file, add, subtract, etc.
4. Keep records and reconcile accounts while accurately maintaining required records.
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 provide excellent customer service.
9. Ability to handle multiple tasks simultaneously and/or in sequence.
10. Ability to handle multiple priorities and to meet specific deadlines.
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.
15. Compose and/or type correspondence as necessary in a timely and accurate manner.
16. Run short errands as situations may require.

SPECIAL REQUIREMENTS:

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1. Must be bondable.
2. Must be a State Certified Municipal Agent or become one during the probationary period.

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.