

DEPUTY CLERK

Nature of work:

This is clerical position in the office of the Town Clerk. The Deputy issues or assists in the issuance of various licenses and permits, records various documents and vital statistics, and maintains a variety of records. Work is performed under the general supervision of the Town Clerk in accordance with town, state and federal laws. The employee has considerable contact with the general public and is a primary responder for counter work. The Deputy Clerk may be assigned a special area of responsibility for report preparation and record-keeping.

The Deputy Clerk is appointed by the Board of Selectmen (BOS) and is responsible to the Clerk.

Essential Duties and Responsibilities:

Duties include but are not limited to:

- Assisting at the counter, answering questions and giving out requested information.
- Answering routine telephone inquiries and responding to correspondence.
- Registering and re-registering automobiles, motorcycles, tractors, mobile homes and trailers; facilitating transfer of plates or issuing new plates and stickers. Often includes title application and state sales tax.
- Preparing the weekly Motor Vehicle Report in the Clerk's absence.
- Issuing hunting and fishing licenses, collecting fees and maintaining related records; registering/reregistering watercraft, all terrain vehicles and snowmobiles; posting licenses and registrations into the computer and maintaining a file of said licenses.
- Licensing new dogs and renewing current dog registrations.
- Recording, maintaining and issuing vital records as allowed by Maine Bureau of Vital Statistics; marriage, birth, death, and burial records, and certifying vital records.
- Participating in federal, state, municipal and SAD#17 elections according to the laws established by the State of Maine and the federal government.
- Providing information to the Registrar to include marriages, deaths and changes since the last update of the voting list.
- Performing, clerical, and record keeping duties.
- Balancing daily cash and preparing daily bank deposits for the Treasurer as needed.
- Participating in the billing, receipt and recording of payment of property or excise taxes as needed.
- Attending training sessions, workshops or seminars as deemed appropriate.

Monthly Duties

Balancing and preparing monthly reports for the following:

- Animal Welfare (dog and kennel licenses).
- Inland Fisheries and Wildlife (hunting and fishing licenses).
- Recreational Vehicles (boats, all terrain vehicles, snowmobiles and applicable sales tax).

Bi-Monthly Duties

Checking and maintaining inventory levels of the following:

- Bureau of Motor Vehicle supplies (license plates, forms and stickers and computer updating of inventory).
- Recreational vehicle supplies (manuals, forms and stickers).
- Inland Fisheries and Wildlife supplies (hunting/fishing licenses, manuals and forms).
- Animal Welfare supplies (tags, kennel licenses and forms).

Requirements of Work:

- Knowledge of Business English, spelling, and basic math.
- Knowledge of modern office practices and procedures.

- Ability to operate modern office equipment such as calculators, fax machines, photo-copiers, computers, and required software.
- Knowledge and understanding of State statutes and regulations relating to the duties and responsibilities of the Town Clerk and the ability to retain and use them.
- Thorough knowledge of the Right to Know laws.
- Ability to establish and maintain effective working relationships with State and Town officials, employees and the general public.
- Ability to organize work and set priorities.
- Ability to be responsible for accuracy, timeliness and thoroughness of own work and to perform such work in accordance with legal, procedural, and policy guidelines.
- Strong customer service skills to include the ability to stay calm and polite when dealing with upset customers.
- Ability to work under very busy circumstances at times; to be able to multitask, to be flexible, and to work with unexpected interruptions.
- Ability to manage job related stress.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.

Training and Experience Required:

Graduation from an accredited high school. Additional courses in business administration, office procedures and basic accounting are preferred as is experience in clerical work and/or municipal office experience, or any equivalent combination of experiences and training.

Necessary Special Requirements:

- Must be 18 years of age.
- Must be a resident of the State of Maine.
- Must be a citizen of the United States.
- Must be bonded prior to assuming the duties of Deputy Clerk.
- Must be certified as a Bureau of Motor Vehicles Agent before issuing vehicle registrations.
- Must be certified as a Department of Inland Fisheries and Wildlife Agent before issuing hunting and/or fishing licenses.

ADOPTED: August 5, 2009
TAFIT