

JOB DESCRIPTION

Class Title: Assistant Clerk / Assistant Registrar / Deputy Tax Collector
Department: City Clerk
Location: Town of Guilford
Date: April 21, 2020

NATURE OF WORK

This employee is responsible for assisting the Town Clerk as Assistant Clerk / Assistant Registrar / Deputy Tax Collector for the Town of Guilford.

This employee will work 20 hours a week, with core hours of 10 AM – 2 PM, Monday through Friday, with some potential for extra hours to cover employee vacations and trainings.

This is a temporary position which will last until at least January 31, 2021 with a potential for it to become a permanent position.

Please see the duties and responsibilities below for a job description.

The Town of Guilford is committed to providing equal employment opportunities for all persons making application to the Town and for equity of treatment and advancement opportunities for its employees. The Town of Guilford therefore sets forth a policy of nondiscrimination in hiring, employment, and personnel actions based upon religion, age, sex, marital status, race, color, ancestry, national origin, physical or mental disability, except as a bona fide occupational qualification.

SUPERVISION RECEIVED

This person works under the general supervision of the Town Clerk in accordance with the applicable laws and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assistant Clerk / Assistant Registrar / Deputy Tax Collector

This employee will perform duties including but not limited to:

- A. Assists Town Clerk in carrying out functions and requirements of this office.
- B. Delivers excellent customer service to external and internal customers, through counter, telephone and mail. Assists in access to public records. Also, assists real estate agents, appraisers and lending institutions acquiring property/owner information.
- C. Collects property taxes, excise taxes and permit fees. Issues various licenses such as marriage, hunting, fishing and dog licenses. Issues motor vehicle, boat, snowmobile and ATV registrations.
- D. Helps prepare for and is present to all Federal, State, and Municipal Elections to provide assistance to the Clerk.
- E. Performs related work and special projects as assigned by the Town Clerk or the Town Manager.

Although most work is generally performed under direct supervision, independent decision making, and interpretation of standard procedure may be necessary throughout the workday.

Work involves issuance of a variety of Municipal and State licenses and permits, recording various Municipal documents, assisting in conducting elections, maintenance of a variety of records, and considerable public contact.

Work is performed under the supervision of the Town Clerk and requires the ability to follow established procedures and routines as well as the ability to work effectively with the public and Municipal Officers.

DESIRED MINIMUM QUALIFICATIONS

Education, Skills, and Experience

- A. Experience and familiarity with computers, typing, filing, and general office procedures.
- B. Proficiency with the Microsoft operating system, and Microsoft Office software including Excel, Outlook, Publisher, and Word.
- C. Must have strong written and oral communication skills.
- D. Experience in work involving administrative/clerical work and public contact is preferred.
- E. Experience in customer-facing and customer service-related positions is preferred.
- F. Experience with Municipal/State Government is preferred.
- G. Experience with TRIO municipal finance software suite is preferred.

TOOLS AND EQUIPMENT USED

- Desktop computer and Internet
- Telephone
- Copy / Scan / Fax machine
- Files, folders, and paper documents
- Typewriter

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and /or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee should expect to deal with visibly and audibly energized residents and/or business-owners.