

JOB TITLE: Assistant Town Clerk

STATUS: Part Time – 20 hours/week

REPORTING RELATIONSHIP: Reports to, and takes general direction from, the Town Clerk

JOB SUMMARY:

The Assistant Town Clerk performs a variety of routine and responsible clerical and administrative support duties for the Town Clerk. Computes and collects fees for motor vehicle registrations for the town and also is certified to do the same for the state. Issues other licenses and collects other fees for the Town as determined by the State Law and Local policy. Prepares bank deposits for the Town and the State, participates in responsible record-keeping activities of the Town.

MAJOR DUTIES:

- Serves as motor vehicle registration agent for the Town; computes individual fees; assists in processing motor vehicle titles and registrations; processes new registrations, transfers, and renewals; issues decals, license plates, titles, and State applications; processes mailed-in and e-mailed renewal registrations; assists in the accounting and collection of fees for motor vehicle registrations; FAXES weekly deposits to the Department of Motor Vehicles. Enters automobile registrations into computer daily; files title applications.
- Is able to prepare the end of day report for the State and Town.
- Is able to prepare daily bank deposits.
- Files municipal copies of Motor Vehicle Registration, title applications, dog licenses, proof of residency and other documents.
- Covers Clerk's office in emergency situations and in the absence of the Town Clerk and Deputy Town Clerk.
- Assists in issuing dog licenses; collects and records fees; updates dog information in computer. Mails out New Dog Notices and Dog Licensing Reminders; processes mailed-in dog licenses.
- Assists in distributing marriage licenses and issuing certified copies of marriage licenses.
- Counts ballots for the election

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Considerable knowledge of state and local laws governing motor vehicle registration, licensing, vital statistics concerning marriage licensing, and related laws governing operation of the Town Clerk's office; knowledge of local and other government organization; knowledge of office practices and procedures; some knowledge banking practices; ability to judge work priorities and plan accordingly, ability to make accurate arithmetic calculations; ability to speak and write effectively; ability to establish and maintain effective working relationships with the public, co-workers, and other Town and State Departments. Ability to maintain confidential information

PHYSICAL DEMANDS: The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with completion of a high school diploma or equivalent, with advanced course work in business and bookkeeping. The job requires experience sufficient to understand the diverse objectives and functions of the position or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.