

JOB TITLE: Assistant Town Clerk, Town of Atkinson

REPORTING RELATIONSHIP:

Reports to and takes daily direction from the Town Clerk. In absence of the Town Clerk, the Deputy Clerk will be the Supervisor.

JOB SUMMARY:

Professionally, efficiently and kindly serve the Town of Atkinson and its' residents by performing a variety of routine and responsible clerical and administrative support duties for the Town Clerk's Office. The office is responsible for collecting fees and processing motor vehicle and boat registrations, dog licenses, vital record requests, and marriage licenses. The Assistant will also be responsible for some election-related tasks and ensure proper filing and record retention according to state laws. Qualified candidates should possess a high degree of confidentiality and integrity and demonstrated success in administrative, computer and customer service skills.

MAJOR DUTIES:

- Service telephone and walk-in customers with a welcoming and helpful demeanor
- Answer questions about and provide instructions to customers regarding their desired transaction
- State certified Motor Vehicle Registration Agent - compute individual fees; assist in processing motor vehicle titles and registrations; process new vehicle and boat registrations, transfers, and renewals; issue decals, license plates, titles, and state applications; process mailed-in and e-mailed renewal registrations; assist in the accounting and collection of fees for motor vehicle registrations; enter customer information in to the computer daily; file all related paperwork
- Issue dog licenses which includes mailing out dog license notices, collecting and recording fees and updating dog information in the computer
- Create and issue marriage licenses and certified copies of vital record abstracts
- View and collect all paperwork required for each transaction.
- Assist with election-related tasks including assisting and collecting voter registration cards for the Supervisors of the Checklist, among other duties
- Reconcile daily work - prepare the end of day report for the state and town
- Prepare daily bank deposits and assist with cash draw close-out
- Prepare word documents as needed
- Daily use and frequent input to the computer/3rd party databases
- Assist in the preparation and sending of USPS renewal notices
- Notarizing resident documents upon request
- File Motor Vehicle registrations, title applications, dog licenses, proof of residency and other documents
- Cover Clerk's office in emergency situations and in the absence of the Town Clerk and Deputy Town Clerk

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Considerable knowledge of and/or ability to research and learn state and local laws governing motor vehicle registration, dog licensing, vital statistics, marriage licensing, and related laws governing the operation of the Town Clerk's office;
- Knowledge of local and other government organizations
- Knowledge of general office practices and procedures
- Strong computer skills
- Ability to judge work priorities and plan accordingly
- Ability to speak and write effectively
- Customer Service - ability to establish and maintain effective working relationships with the public, co-workers, and other 3rd parties and Town and State Departments.
- Ability to make accurate arithmetic calculations and some knowledge of banking practices
- Ability to maintain confidential information
- Strong attention to detail and takes pride in accuracy

PHYSICAL DEMANDS:

The work is sedentary, typically performed while sitting at a desk or table. Some walking, standing, bending and carrying light objects such as papers and books. Occasional lifting of up to 10 lbs.

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 enough 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.