

JOB TITLE: Deputy Town Clerk

STATUS: Part time – 35 hours/week

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

**JOB SUMMARY:**

Works under the supervision of the Town Clerk as prescribed by State law (RSA 41 and/or RSA 49-C). Assists City/Town Clerk in the planning and organization of Town recordkeeping activities. Maintains official records and vital statistics of the City/Town; assists in preparation of official reports; makes bank deposits; collects licensing fees. Qualified in the same manner as the Town Clerk and shall perform all of the Town Clerk's duties in their absence.

**MAJOR DUTIES:**

- Registers motor vehicles and boats; issues decals, license plates and transfers. Compiles daily log for the State of New Hampshire of the number of motor vehicles registered and plates issued for the day.
- Orders supplies for motor vehicle registrations from the state, including any necessary forms and license plates. Inventory state supplies and supply the state with an inventory report.
- Issues permits and licenses in accordance with state laws and town ordinances, including marriage licenses and dog licenses.
- Collects and records fees for motor vehicle registrations, vital records, marriage licenses, dog licenses, UCC filings and other various charges, balances records, prepares bank deposits and makes deposits to the bank.
- Serves as assistant custodian of town records and supervises the recording and reporting of vital statistics (births, deaths and marriages), UCC filings and other documents; certifies copies of records for the general public.
- Assists in voter registration, assists in the preparation of ballots, posts sample ballots, sends out and receives absentee ballots; assists with clerical tasks associated with elections
- Receives telephone calls and waits on customers, answers inquiries, researches and provides pertinent information and composes correspondence.
- Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of state and local laws governing elections, motor vehicle registration, licensing, vital statistics and related laws governing operations of the town clerk's office; knowledge of applicable town ordinances, policies, practices and procedures.
- Knowledge of records maintenance process for the Clerk's office; ability to maintain records and prepare reports.
- Knowledge of the principles and practices of effective public relations; ability to deal effectively with the public over the telephone and in person.
- Skill in the use of computers and standard office software, as well as specialized motor vehicle registration software: skill in the use of such office equipment such as printer, facsimile machine, calculator and copier.
- Ability to make accurate arithmetic calculations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with Town employees, officials, the business community, the general public and state, regional and federal officials.
- 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:

1. Knowledge and level of competency commonly associated with completion of a high school diploma or equivalent, with advanced course work in business and bookkeeping.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require experience in record keeping and accounting or finance, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.
3. Certification by the New Hampshire Department of Motor Vehicles to use the state computer program for motor vehicle registrations or the ability to obtain certification within a reasonable period of time.