



Job Description Town Clerk/Tax Collector

Position: Regular Full Time Employee
Hours: 40 hours per week. If authorized, occasional overtime may be required.
Classification: Hourly, not-exempt from overtime

General Responsibilities:

Performs the legally required duties of the statutory offices of Town Clerk and Tax Collector, as well as the responsibilities of Bureau of Motor Vehicle Agent, Hunting and Fishing License/Registration Agent, Deputy Treasurer, Deputy General Assistance Administrator, Registrar of Voters and administrative assistant to the Town Manager.

This is responsible administrative and fiscal work in the custody of Town records and in the collection and handling of Town funds. Employee is responsible for the preparation and maintenance of official documents, supervision of elections, issuance of various licenses and permits, recording various documents, preparation of reports and the collection and recording of Town funds.

Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices with a high degree of independence and general supervision from the Town Manager. Work is reviewed through observation, verification, internal audit, and fiscal audit.

Specific Responsibilities:

1. Validates official documents, oversees posting of official notices and advertisements, record papers with federal and state government as received.
2. Issues various licenses such as vital, hunting, fishing and dog licenses, and maintains all related records.
3. Attends all Selectboard meetings, takes notes and writes minutes for review and approval.
4. Maintains records of births, deaths, and marriages and sends monthly reports to the State of Maine Office of Vital Statistics; issues certified copies of same.
5. Prepares monthly reports on various areas of office activity.
6. Administers all elections including scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and accepts voter registration.
7. Prepares and publishes the annual Town Report.
8. Collects monies and answers inquiries at the Town Office.
9. Prepares a daily deposit of all monies received.
10. Makes bank deposits.
11. Administers "oaths of office"; maintains records of the terms of office for appointed officials.

12. Supervises and is responsible for the collection of all monies.
13. Receives and processes tax payments; records and balances payments.
14. Prepares all reports of tax collections and reports to the State on excise taxes and registrations.
15. Prepares timely tax receipt deposits and enters amounts into computer.
16. Prepares a monthly report of tax collections and other receivables.
17. Orders and maintains departmental supplies.
18. Reconciles tax collections to the General Ledger.
19. Assists in the collection of taxes and fees at the counter.
20. Prepares cut-offs: procedures for end-of-year work/financial audit.
21. Maintains Town website, keeping minutes, documents and contact information up to date.
22. Attends out-of-town training as needed to obtain and maintain Clerk and Tax Collector certifications.
23. Schedules training for employees supervised.
24. Arranges for part-time employees to fill-in for absences of office employees.
25. Maintains harmonious relationships with other Town employees, public officials and general public.
26. Performs related duties from time to time as may be directed by the Town Manager.

Supervision Received:

The Town Clerk reports directly to the Town Manager.

Supervision Exercised:

The Town Clerk supervises the Bookkeeper and any part-time office employees.

Desired Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Proficiency in English composition, spelling, grammar, and business mathematics.
2. Thorough knowledge of modern office procedures, practices and equipment.
3. Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks, Tax Collectors and other offices held.
4. Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.
5. Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances and state regulations relating to the operation of the office and Town government, and ability to communicate this to office staff and the public.
6. Ability to maintain records and prepare reports.
7. Proficiency in the use of the computer system to conduct business and maintain records.
8. Considerable skill in the use of Microsoft Word and Excel.
9. Ability to learn additional computer software, including but not limited to Revize, Trio and State computer systems.

10. Thorough knowledge of the lien process and excise tax collection, including laws and updates.
11. Working knowledge of the principles and practices of municipal accounting.
12. Working knowledge of the principles and practices of municipal cash management.
13. Ability to prepare regular reports on tax collection activities.
14. Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.

Education and Experience:

1. Graduation from high school, supplemented by courses in municipal operations, business education or office procedures.
2. Several years of experience in work involving the maintenance and preparation of records and the collection and management of monies.
3. Certification as a Town Clerk and as a Tax Collector.
4. Any equivalent combination of experience and training.

Physical Demands:

1. Visual acuity sufficient to read documents and computer screens.
2. Manual dexterity to write and manipulate computer peripherals for much of the workday.
3. Aural ability to sufficiently communicate in person and on the telephone.
4. Physical ability to lift packages up to 40 pounds.

Necessary Special Requirements

1. Must obtain Maine Municipal Tax Collector’s and Treasurer’s Association certification as a municipal clerk within three years of employment.
2. Must obtain Maine Town & City Clerk’s Association certification as a municipal clerk within three years of employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

~ The Town of Tremont Is an Equal Opportunity Employer ~

I received a copy of this job description on _____ Signed _____