

Town of North Yarmouth – Deputy Clerk

Class Title: Deputy Clerk

Reports to: Assistant Town Manager (Town Clerk)

Classification: Permanent Full-time

Provides Support to: Assistant Town Manager (Town Clerk) & Town Manager

Location(s): Town Office

Hours: 35-40 weekly

Status: Hourly

NATURE OF WORK

Employee of this class is responsible for the collection of numerous taxes and fees, preparing reports to the agencies involved in administering the tax programs and submitting the collected funds. Work involves significant public contact and communication while collecting monies and the compilation of numerous reports and records. Employee of this class is responsible for providing secretarial and administrative support to the Assistant Town Manager (Town Clerk) and Town Manager as well as carrying out special assignments as necessary. Work involves extensive use of the computer systems and software programs. Employee is expected to perform work with a considerable amount of independence. Work is performed under the general supervision of the Assistant Town Manager (Town Clerk) and Town Manager subject to the applicable state laws and regulations.

MINIMUM QUALIFICATIONS

Education and Experience - Graduation from high school supplemented with courses in accounting, bookkeeping or computer operation; with experience in the collection of monies, customer service, secretarial / administrative support or any equivalent combination of education, experience and or training. Computer/Internet experience - Windows Desktop environment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills: ability to establish and maintain effective working relationships with fellow workers, municipal officials, and the general public in a helpful, courteous manner.
- Competent skills with English grammar and spelling; can perform various typing, clerical, record keeping duties.
- Proficient computer skills: ability to operate computer software programs and equipment; knowledge of internet operations and email, and working knowledge of standard office equipment.
- Ability to employ good judgment in making decisions in the light of established standards, resourcefulness in meeting new problems.
- Ability to multi-task in a work setting with multiple distractions / interruptions, and the ability to adapt to changes as necessary.
- Basic knowledge of principles and practices of accounting; ability to perform a wide variety of spreadsheet analyses and reports and perform data entry with speed and accuracy.
- Ability to work with independence, defining their own work routine; ability to formulate a work product with only generalized instruction.
- Ability to use digression in regard to confidential issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides customer service to incoming public.
- Answers phone assists caller and or directs the line to the proper staff - Lead.
- Provide service with birth, death, and marriage records, tax payments, licensing, motor vehicle registrations, dog registrations, and all other transaction types.
- Process required record keeping, filing, and other related tasks.
- Provide minimum administrative support to Department Heads as needed.
- Maintain all requirements described under Maine Statue.

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- Maintain a Notary Public license.
- In-coming mail distribution.
- DER- Drug Employee Representative.
- Dog Licensing - records, reporting and late licensing calls.
- Assist in Cemetery Operations.
- Check Scanning for direct deposit.
- Weekly cash preparation and collection deposits.
- Accounts Payable processing, spreadsheet, recording and filing.
- Payroll processing backup, recording, and filing.
- Account reconciliations / credit memos / receipt maintenance.
- Website, RFTH, Channel 1301, TextMyGov and alike - notices, calendars, maintenance as assigned by supervisor.
- Deputy Clerk and Deputy Registrar of Voters, Central Voter Registration maintenance, Absentee Ballot processing / tracking.
- Must be able to work the Election days, typically 16 hours.

TOOLS AND EQUIPMENT USED

The employee frequently uses computers, printers, calculator, fax machine, photocopier, other office machines, and an automobile.

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 *constantly* required to sit, talk, see, hear, and/or use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is *occasionally* required to walk, squat, crouch, bend, and/or reach.

The employee must occasionally lift and/or move up to 25 to 35 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.

While performing the duties of this job, the employee usually works indoors in an office setting, but occasionally is required to go to another town facility, training facility, supply store or financial institution.

The noise level in the work environment indoors is usually medium to quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, a reference check, and a background check. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.