

TOWN OF BETHEL
JOB DESCRIPTION
TOWN CLERK/DEPUTY TAX COLLECTOR

Job Title:	Town Clerk/Deputy Tax Collector	Classification: Exempt
Department:	Clerk	Other:
Reports To:	Town Manager	Supervisory: Deputy Town Clerk
Position Type;	Full-time Monday through Friday, 40 hours per week	

GENERAL SUMMARY: The Town Clerk/Deputy Tax Collector performs responsible and varied work in the maintenance of official Town records; the recording of instruments and documents, vital statistics, the issuance of licenses, the supervision of elections, the collection of tax monies, and General Assistance. The Town Clerk/Deputy Tax Collector serves as the Registrar of Voters, Agent for motor vehicles, and Agent for Inland Fisheries and Wildlife.

ESSENTIAL JOB FUNCTIONS:

- Maintains birth, death, marriage, and burial records and send periodic reports to the State.
- Registers motor vehicles, boats, ATVs, and snowmachines.
- Collects excise tax on boats and motor vehicles.
- Issues various licenses, including hunting, fishing, dog, marriage, etc. and prepares State required forms.
- Issues Victualers, Lodging, Innkeeper and Food Truck licenses.
- Maintains online vehicle registrations.
- Sells cemetery plots and creates cemetery deeds. Collects and records monies received for same.
- Administers Oaths of Office and provides notary services.
- Prepares and sends out certified lien and foreclosure notices.
- Serves as the custodian for all official town records and maintains and oversees retention and destruction of public documents.
- Attends all Select Board Meetings and prepares minutes of the proceedings.
- General Assistance administration.
- Organizes and attends all regular and special town meetings and prepares minutes of proceedings.
- Prepares various reports for the Town and the State, including the Annual Town Report.
- Processes tax abatements, supplements, and recommitments when a new Town Manager is hired.
- Performs periodic uploads to Corelogic (tax service).
- Submits all code amendments to General Code and updates all code books.
- Administers tv channel and cameras and is back up on phone system.
- Maintains Town website and is back up on Town Facebook.

- Elections
 - Registers voters, processes changes and maintains voter list.
 - Validates petitions.
 - Plans and supervises the conduct of all elections.
 - Prepares polls, ballot boxes, voting machines and ballots.
 - Processes all election ballots and reports results to the Secretary of State.
- Maintains regular, predictable, and reliable attendance.
- Maintains excellent communication and fosters a collaborative work environment with all departments as well as with the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.
- Performs other related works as required.

KNOWLEDGE/SKILLS:

- Working knowledge and understanding of State statutes relating to the duties of the municipal clerk.
- Knowledge of the Town Codes and Ordinances.
- Knowledge of Microsoft Office Suite, especially excel.
- Working knowledge of the principles of modern public administration; records management techniques and legal requirements regarding retention and disclosure of public records.
- Excellent organizational skills.
- Excellent customer service skills.
- Communicate professionally and effectively, both orally and in writing.

ABILITY TO:

- Accurately record and maintain records.
- Type with speed and accuracy and operate standard office equipment.
- Use independent judgement, problem solving and collaboration to accomplish tasks.
- Supervise in a positive, respectful, and consistent manner while holding individuals accountable for their performance and behavior.
- Provide a high level of customer service.
- Establish and maintain effective working relationships with co-workers, the public, and others.
- Attend any required or recommended courses or training.

MINIMUM REQUIREMENTS:

- Three (3) years related experience or any equivalent combination of education and experience.

- Maintain a valid driver's license.
- Supervisory experience.
- Notary

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable an individual with limitations to perform the essential functions.

This Job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers/scanners, filing cabinets and fax machines.

While performing the duties of this job, the employee is regularly required to sit; use hands or feel, talk, and hear. The employee is occasionally required reach with hands and arms. The employee is occasionally required to stand, walk, kneel, climb, or crouch. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities, and activities may change at any time with and without notice. The job description does not constitute an employment agreement between employer and employee.

Employee Signature

Date