

ASSISTANT TOWN CLERK

This position is for a part time Assistant Town Clerk. This position performs a full range of varied office duties and the employee must be able to interact professionally with the public, other government officials, and coworkers. Customer service skills, confidentiality and a positive attitude are absolutely essential.

Essential Functions

(The essential functions or duties listed below 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.)

Reception

- Answers, receives, and responds to inquiries from the public, other town departments, and outside agencies for information in person, via phone or by email; refers unusual questions to supervisor.
- Directs inquiries & messages to appropriate parties, schedules appointments.
- Greet clients, suppliers, and visitors to the Town Hall in a friendly, professional and kind-hearted manner.

Position Purpose

The purpose of this position is to assist the Town Clerk and to perform administrative and supervisory work in connection with the maintenance of official municipal records, the issuing of various licenses and official documents. Performs all other related work as required.

Supervision

Supervision Scope: Performs a variety of highly responsible functions in accordance with state Statutes and town ordinances requiring the exercise of considerable judgment and discretion in interpretation and application, and for which there is direct accountability to the State of New Hampshire.

Supervision Received: Coordinates administrative efforts with the Town Clerk. Works in accordance to applicable New Hampshire Laws and relevant state, federal and local regulations and standards.

Job Environment

A majority of work is performed under typical municipal office conditions, with frequent interruptions; Noise level is moderate. Scheduled hours may include evening meetings and an extended workday when elections are conducted. The Assistant Town Clerk may be required to attend all annual and special town meetings.

Regularly operates a computer, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with the general public, town employees, state agencies, town clerks in other communities and vendors. Contacts are in person, in writing, and by telephone. Contacts generally involve providing information of a technical or factual nature to the public or interested parties.

Has access to department-level confidential information such as restricted vital statistics; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could result in significant confusion and delay, result in improper disclosure of confidential information, and cause adverse public relations.

Essential Functions

Acts as the information source to the town departments and the general public regarding all federal, state, and local regulations and town ordinances, rules and regulations.

Serves as custodian of town records. Has custody of books, reports, and laws received from the State.

At the Direction of the Town Clerk:

- Serves as registrar of vital statistics, recording births, marriages and deaths; serves as custodian of town records and issues certified copies of same; records and issues certified copies of births, deaths and marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records.
- Issues a variety of State and Town licenses, permits and certificates; provides for adequate maintenance of associated records and the collection of fees; submits monthly reports and fees to the Treasurer. Issues annual dog licenses, ensuring that vaccination against rabies is current. Responsible for the notifications, issuance of citations to dog owners, and the collection of all fees related to late licensing.
- Maintains monthly registration files and title applications.
- Maintains inventory of State of NH Motor Vehicle forms and supplies.
- Attends Clerk's conferences, meetings and seminars to keep abreast on all activities and responsibilities of the Assistant Town Clerk as approved by the Town Clerk.

- Maintains sale of cemetery lots, map and deeds.
- Acts as a liaison for the public. Assists people file necessary forms and documents.
- Responds to a variety of inquiries and questions.
- Performs similar or related work as required.

Recommended Minimum Qualifications

Education, Training and Experience:

HS Diploma, Associate Degree preferred; three to five years' experience in an office setting to acquire familiarity with standard office procedures and records management.

Special Requirements:

Ability to become bonded
 Commissioned as a Notary Public
 Valid driver's license

Knowledge, Ability and Skill:

Knowledge: Working knowledge of state, local and federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's Office. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications.

Clerical/Office Duties

- Answering and directing telephone calls.
- Photocopying, scanning and faxing.
- Maintenance, filing, safekeeping and computerization of all municipal documents.
- Respond to requests for information from the public, other municipalities, state officials, and state and federal legislative offices.
- Research information in the municipal archives upon request of public officials and private citizens.
- Collaborate with other staff to assist in the development and implementation of goals, objectives, policies and priorities.
- Coordinate hours with immediate personnel in an effort to continue adequate office coverage at all times.

Assistant Town Clerk – This is a responsible administrative position requiring the you to assist the Town Clerk in all the areas of responsibilities as mandated by law. As assistant, you are expected to act for, and on behalf of the Town Clerk, performing administrative duties in their absence, including the maintenance of official municipal records, the issuing of various licenses and official documents, and performs all other work as required.