

Position Purpose:

Performs moderately complex clerical work and provides administrative support to the operations of the Town Clerk's Office. Performs all other related work as required.

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.)

- Responsible for providing all services associated with the Town Clerk operations, to the public in a timely and efficient manner. Services include such items as processing motor vehicle registrations, processing registration of NH boats, issuing certified copies of vital records, issuing dog licenses, and issuing marriage licenses.
- Records and files minutes of boards, committees and/or commissions and accepts and processes applications for the Wetlands Board of NH.
- Files, records and/or performs related data entry to all transactions.
- Manages municipal records retention, storage and disposal.
- Receives and signs articles of agreement
- Remains current on all town and state rules and regulations.
- Balances end of day state monies and balances and reports town monies daily to the Treasurer.
- Prepares routine financial statements and reports associated with Motor Vehicle Municipal Agent activities.
- Maintains records of the organization in accordance with laws, regulations and generally accepted practices.
- Responds to inquiries from the public regarding motor vehicles, vital records, etc.
- Maintains an appropriate level of confidentiality regarding records of the organization; vital records, motor vehicles, etc.
- Interprets and applies statutes, rules, regulations and policies.
- Performs a wide variety of administrative support and general office duties such as typing, filing, collating, answering the telephone and the like.
- Assists with elections, counts ballots, distributes absentee ballots, and enters pertinent data into the State of New Hampshire, On-Line HAVA state-wide election system.
- Serves as the Town Clerk during his/her absence.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma or equivalent; Associates Degree in Business, Secretarial Sciences or related field desirable; three to five years' experience in dealing with the public and some bookkeeping; or an equivalent combination of education and experience. Ability to be certified to perform Municipal Agent work. Notary Public preferred. Town Resident required.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the principles and practices of office management; and knowledge of department rules and regulations. Knowledge of the operations of town government and municipal law. Knowledge of bookkeeping and computer hardware.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to operate standard office equipment. Ability to multi-task and prioritize assignments. Ability to maintain confidentiality.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills, interpersonal and problem-solving skills. Strong customer service skills, math and attention to detail required.

Physical Requirements:

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.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems

Supervision Received: Works under the general direction of the Town Clerk.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Employee has frequent contact with the general public, other Town departments and officials, town employees, and varied state agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to most department-related confidential information.
- Errors could result in delay or loss of service and legal ramifications.

This 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.