JOB TITLE: Deputy Town Clerk and Tax Collector
DEPARTMENT: Town Clerk / Tax Collector
EMPLOYMENT STATUS: Full-Time 35 hours per week
EXEMPT STATUS: Non- Exempt
LABOR GRADE: 8 ($18.00 - $23.00 per hour, dependent upon experience)

**JOB SUMMARY:**
This position provides a wide range of customer service, research, clerical, and administrative support services to the Town Clerk/Tax Collector’s office. This includes, but is not limited to: processing of transactions, regular dealings with the public, record retention, and election-related tasks. Qualified candidates should possess the ability to maintain confidential information, as well as the ability to follow all state and local laws that dictate the operation of the Town Clerk/Tax Collector’s office.

**ESSENTIAL DUTIES:**
[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.]

Dealing with the public by telephone and in person with a professional, welcoming, and helpful demeanor
Providing instructions and information to customers regarding their desired transaction
Becoming a state certified Motor Vehicle Registration Agent
Processing pet licensure
Creating and issuing marriage licenses and certified copies of vital records
Assisting with all election-related tasks, including required participation in election day procedure
Reconciling daily work and preparation of daily bank deposits and cash drawer closure
Daily use of and input to third-party databases
Preparing and mailing of notices
Notarizing resident documents upon request
Filing documentation daily
Operating the Clerk’s office in emergency situations or in the absence of the Town Clerk/Tax Collector
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Proficient in Microsoft Office Suite.
Knowledge of modern office, secretarial, and customer service practices and procedures.
Knowledge of business English, spelling, punctuation, grammar and arithmetic.
Knowledge of town policies, procedures and ordinances.
Knowledge of town operations and organization.
Skill in secretarial and clerical functions, with a strong attention to detail, organization, and accuracy.
Skill in public and interpersonal relations.
Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier, scanner and printer.
Ability to communicate effectively, both verbally and in writing.
Ability to maintain administrative and general records and to prepare reports.
Ability to establish and maintain effective working relationships with staff, town officials, and the general public.
Ability to follow state and local laws governing the operation of the Town Clerk/Tax Collector’s office.
Ability to maintain confidential information.
Ability to manage the Town Clerk / Tax Collector office in the absence of the Town Clerk/ Tax Collector.

SUPERVISION RECEIVED:

This position receives direct supervision from Town Clerk / Tax Collector. The position is evaluated and reviewed by the Town Clerk / Tax Collector based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED:

This position has no formal assigned supervisory responsibility or authority, unless the Town Clerk/Tax Collector is incapacitated from their position, during which time the Deputy will become acting Town Clerk/Tax Collector until the position is filled.

RSA 41:18, the deputy town clerk shall be qualified in the same manner as the town clerk and shall perform all the duties of the town clerk in case of his or her absence by sickness, resignation, or otherwise subject to the provisions of RSA 669:65.

PHYSICAL REQUIREMENTS:

There are no special physical requirements. The work is primarily performed while sitting at a desk or table, and while utilizing a computer. Frequent walking, standing, bending and carrying light objects such as papers and
books. Occasional lifting and carrying of items up to 25 lbs., with standard reaching, bending, hand manipulation. Standard talking, hearing, and seeing.

**WORKING ENVIRONMENT:**
There are everyday risks or discomforts that require normal safety precautions typical of office environments.

**MINIMUM QUALIFICATIONS:**
Knowledge and level of competency commonly associated with the completion of a bachelor's degree or equivalent, such as specialized training in municipal relations, secretarial skills, a public information setting or related occupational field.

Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require two-three years of experience in an office setting, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

Residency in the Town of Gilmanton is required.

This position description is only meant to be a representative summary of the major duties and responsibility performed by incumbents of this position. The incumbents may be requested to perform tasks other than those stated in this description. The Town reserves the right to revise or change this job description as the need arises. This job description does not constitute any written or implied contract of employment.

Please submit your letter of interest, resume, and references by the deadline of **Friday March 13, 2020** to:

**Maura Thomas**  
**Town Clerk / Tax Collector**  
**PO Box 550**  
**Gilmanton NH 03237**  
tctx@gilmantonnh.org