

Town of Bowdoinham

Job Description

TITLE: Town Clerk, Deputy Tax
Collector, Registrar of Voters

DEPARTMENT: Administration

Work Schedule: Full time

FLSA: Non-Exempt

Created: 9/13/19

Approved

Date:10/22/2019

The Town Clerk responsibilities include collection of various taxes and fees, issuance of various licenses and permits, recording various documents and Vital statistics and supervision of elections within the Town. This position involves extensive public contact in collecting and providing information and in the preparation of reports to various State agencies. Work is performed in accordance with the ordinances and general law. It requires judgement and the ability to work effectively and independently with the public and other officials.

REPORTS TO:
Town Manager

SUPERVISES:
None

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

General Duties & Responsibilities:

Town Clerk:

1. Issues dog licenses, maintains a list of licensed dogs. Works in conjunction with animal control officer and prepares monthly report to the Department of Animal Control and remit proper fees.
2. Issues hunting and fishing licenses (Moses Agent) and submits a monthly report to the Department of Inland Fisheries and Wildlife.
3. Issues new and renewal registrations for ATV's, boats and snowmobiles. Maintains an alphabetical list of all registrations and submits a monthly report to the Department of Inland Fisheries and Wildlife. Maintains an adequate supply of forms and stickers as required.

4. Motor vehicle agent responsible for all motor vehicle registrations. This includes automobiles, motorcycles, trailers and camper trailers. Processes renewals, transfers and new registrations using old plates if it is a dealer sale, processes duplicate registrations. Attends training sessions to keep updated on new law changes. Maintains an adequate supply of stickers and forms for inventory. Responsible for weekly cash reporting to the Bureau of Motor Vehicles.
5. Maintains vital statistics including records of births, deaths and marriages. Issues marriage licenses, certified copies of births, deaths and marriages. Sends quarterly reports to the State of Maine Office of Vital statistics. Performs genealogical research for people requesting historical information
6. Issues nomination papers for municipal elections, checks nomination papers, prepares ballots for printing, arranges for ballot clerks for polling place and prepares materials to be used at the polls. Delivers the ballots and is available to answer questions or solve any problems concerning the elections. Tests voting machines with ballots ahead of election time to ensure programming is accurate. Is responsible for correspondence regarding elections and recording results in the town report. Reports election results to the Secretary of State and various news organizations. Supervises the counting of ballots and secures all the used and unused ballots after the election.
7. Maintains the registered voting list for the town. This involves registering new voters, processing cards from other municipalities and Secretary of State's office to delete voters from the voting list as necessary. Prints voter registration cards when required. (Two lists are needed at each election). Certifies State petitions, and submit reports to the Secretary of State's office as required. Conducts absentee voting and tracks all ballots issued and received.
8. Swears in appointees into office, keep permanent records of all appointments. Has copies of the ordinances available for the public, performs clerical duties such as composing letters and doing spreadsheets. Validates official documents. Composes monthly and yearly reports detailing licensing and recording activities for the Town.
9. Orders and maintains supplies for the town and is the contact person for copier supplies and postage machine.
10. Discharges liens and quitclaim deeds. Maintains related records.
11. Inputs payroll and maintains payroll records.
12. Produces a Registrar & Town Clerk monthly report for Selectmen.
13. Waits on the counter, produces tax card and deed information.
14. Scans checks to be deposited daily.

15. Other tasks performed: Takes calls and appointments for Giving Tree, collects and distributes when needed and maintains a confidential list. Staff member for Cemetery Committee.

Physical Requirements:

The physical requirements described here are representative of those that must be met by the incumbent 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 regularly required to sit and talk or hear. The employee is frequently required to stand, walk and use hands to operate a standard computer keyboard.

The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those the 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.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office.

Desired Minimum Requirements:

Knowledge and Abilities:

Considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic, and possession of an excellent vocabulary.

Considerable knowledge of modern office practices, procedures, and equipment.

Knowledge of word processing and spreadsheet software applications.

Ability to rapidly acquire considerable knowledge of administrative, operational, and procedural regulations and practices of the various departments.

Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

Ability and initiative to use resourcefulness and tact in meeting new problems.

Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public.

Education and Experience:

Graduation from an accredited high school, supplemented by courses in bookkeeping and commercial subjects and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training related to the job duties and responsibilities. Associate's Degree or higher desirable.

One or more years experience in work involving maintaining and preparing records.

One of more years experience working in municipal government (desirable).