

TOWN OF BARNSTEAD

PART-TIME ASSISTANT TOWN CLERK-TAX COLLECTOR'S OFFICE

JOB CLASSIFICATION

Part-time, non-exempt.

JOB SUMMARY

Responsible for assisting the Town Clerk-Tax Collector and Deputy in the day to day operations of the office and providing citizens with accurate and vital information as well as an accurate accounting of revenues collected. This position does not include benefits.

SUPERVISION RECEIVED

This person works under the supervision of the Town Clerk Tax Collector.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

(Does not include all duties performed in this position)

1. Assists the Town Clerk-Tax Collector and Deputy as custodian of town records, minutes, vital statistics, petitions and other documents in need of safe-keeping or of historical value.
2. Assists with election duties including, but not limited to registration of voters, delivery and receipt of absentee ballots while dealing with complex UOCAVA federal voting guidelines for overseas citizens and military applicants.
3. Assists in the collection of motor vehicle registrations, title applications, dog licenses, marriage licenses and certified copies of vital statistics.
4. Assists with collection of all operations such as property taxes, redemptions, yield taxes, current use change taxes, dog fines, etc. as per state statutes.
5. Assists with the collection of various licenses and fees as agreed upon between the Town Clerk-Tax Collector and the Board of Selectmen. Parking tickets, building permit fees, etc.
6. Assists in the tax lien and deeding procedure.
7. Works closely with taxpayers, giving assistance and advice on a variety of matters while maintaining a friendly service-oriented atmosphere.
8. Assists with the daily, weekly and monthly cash reconciliation procedures, reports to the Treasurer, Selectmen and Auditors.
9. Other duties as may be required by the Town Clerk-Tax Collector.

QUALIFICATIONS:

This position requires the ability to plan and organize. The ability to read, interpret and follow technicalities and specifics of law as well as the ability to speak, write and communicate effectively using correct spelling, grammar and punctuation is important. Knowledge of accounting principles and procedures and the ability to write financial reports is needed. The ability to type accurately, be computer literate, use a calculator and copy machine is required. The ability to work well with the public under sometimes hectic and stressful situations, while maintaining courtesy is vital. It is necessary to become familiar with the Tax Collector's Law Book, Town Clerk's Manual, Vital Statistics Handbook, Election Law Book, Computer Manual, Motor Vehicle and Title Handbooks. It is required that he/she attend the NHTCA/NHCTCA Certification Program and become certified under both offices. A High School education with some higher education is preferred. A business oriented education with an emphasis on accounting or a combination of education and experience is desired. Must be able to be bonded.

CONDITIONS OF EMPLOYMENT

This position is hired by the Board of Selectmen (as per state RSA). This position is audited yearly by professional auditors chosen by the Board of Selectmen. In the absence of the Town Clerk-Tax Collector, the deputy is responsible, by law, for all of the functions of the dual office.

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.)

The ability to read, write, speak clearly and to hear will be needed to deal with the public and co-workers, to receive and issue instructions. Vision and manual dexterity will be needed to enter and review data as well as to operate office machinery. Required to sit for extended periods of time, standing, stooping, reaching, ascending and descending stairs, lifting, bending, carrying and moving 25 pounds or less will be necessary to perform the essential functions of the job.