

JOB DESCRIPTION

Class Title: Assistant Clerk / Assistant Registrar / Deputy Tax Collector
Department: City Clerk
Location: City of Hallowell
Date: November 12, 2019

NATURE OF WORK

This employee is responsible for assisting the City Clerk department as Assistant Clerk / Assistant Registrar / Deputy Tax Collector for the City of Hallowell.

This employee will work 40 hours a week.

Starting salary is \$13.89 per hour. The position includes an attractive benefits package. **Please see the duties and responsibilities below for a job description.**

After a six-month provisional hiring period, this position falls under the terms of the Granite City Employees Union.

The City of Hallowell is committed to providing equal employment opportunities for all persons making application to the City and for equity of treatment and advancement opportunities for its employees. The City of Hallowell therefore sets forth a policy of nondiscrimination in hiring, employment, and personnel actions based upon religion, age, sex, marital status, race, color, ancestry, national origin, physical or mental disability, except as a bona fide occupational qualification.

SUPERVISION RECEIVED

This person works under the general supervision of the City Clerk in accordance with the applicable laws and ordinances. Work is reviewed through reports, discussions and results achieved, along with performance reviews and goal setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assistant Clerk / Assistant Registrar / Deputy Tax Collector

This employee will perform duties including but not limited to:

- A. Assists City Clerk in carrying out functions and requirements of this office.
- B. Delivers excellent customer service to external and internal customers, through counter, telephone and mail. Assists in access to public records and public proceedings. Assists with genealogical research. Also, assists real estate agents, appraisers and lending institutions acquiring property/owner information.
- C. Collects property taxes, excise taxes and permit fees. Issues various licenses such as marriage, hunting, fishing and dog licenses. Issues motor vehicle, boat, snowmobile and ATV registrations.
- D. Records, files, and indexes official City documents.
- E. Helps prepare for and is present to all Federal, State, and Municipal Elections to provide assistance to the Clerk.
- F. Posts social media messages for the City as directed by the City Clerk and City Manager.
- G. Notarizes documents for internal/external customers.
- H. Performs related work and special projects as assigned by the City Clerk or the City Manager.

Although most work is generally performed under direct supervision, independent decision making and interpretation of standard procedure may be necessary throughout the workday.

This position requires working knowledge of the City Charter, Code of Ordinances, State and Municipal Election law, rules and regulations relating to the Department of Inland, Fisheries & Wildlife, Bureau of Vital Records, Bureau of Motor Vehicles, and Animal Welfare.

Work involves issuance of a variety of Municipal and State licenses and permits: recording various Municipal documents, assisting in conducting elections, maintenance of a variety of records, and considerable public contact.

Work is performed under the supervision of the City Clerk and requires the ability to follow established procedures and routines as well as the ability to work effectively with the public and Municipal Officers.

DESIRED MINIMUM QUALIFICATIONS

The Candidate will have or must be eligible to acquire a Notary Public commission from the State of Maine, and will be required to acquire and/or maintain a Notary Public commission within six months of their hire date.

Education, Skills, and Experience

- A. Experience and familiarity with computers, typing, filing, and general office procedures.
- B. Proficiency with the Microsoft operating system, and Microsoft Office software including Excel, Outlook, Publisher, and Word.
- C. Must have strong written and oral communication skills.
- D. Experience in work involving administrative/clerical work and public contact is preferred.
- E. Experience in customer-facing and customer service-related positions is preferred.
- F. Experience with Municipal/State Government is preferred.
- G. Experience with TRIO municipal finance software suite is preferred.

TOOLS AND EQUIPMENT USED

- Desktop computer and Internet
- Voice over IP telephone
- Copy / Scan / Fax machine
- Files, folders, and paper documents
- Typewriter

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is required to stand; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and /or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The employee should expect to deal with visibly and audibly energized residents and/or business-owners.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.