

Administrative Clerk/Deputy Tax Collector (Part-Time)

Nature of Work:

This is a responsible and varied clerical position in the collection of taxes and fees and issuance of motor vehicle registrations and re-registrations, Inland Fish & Wildlife registrations and hunting and fishing licenses. Attention to detail is vital.

Employee of this class has considerable contact with the public and is responsible for screening calls, waiting on the counter and clerical duties. Work requires a familiarity with the organizational and operating characteristics of the municipal office. Employee works under the general direction of the Town Manager.

Essential Duties and Responsibilities:

Receives and records payment of property taxes, excise taxes and accounts receivable, utilizing the town's software, TRIO Web.

Waits on counter, answers questions and gives out information requested on property taxes, excise taxes and other municipal inquiries.

Answers telephone and handle routine inquiries or refers to Town Manager for action.

Types letters, reports and other materials from copy or detailed instructions.

Maintains files of correspondence, forms, reports and other materials.

Performs a variety of arithmetic calculations relating to business activities of office.

Processes incoming and outgoing mail.

Requirements of Work:

Considerable knowledge of business English and arithmetic is required.

Thorough knowledge of modern office procedures, practices and equipment.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective working relationships with Town Officials, employees and the general public.

Ability to make minor decisions in accordance with laws, ordinances and regulations.

Ability to be bonded.

Training and Experience Required:

High school diploma and (5) five years clerical experience in a progressively responsible position involving contact with the public. Bookkeeping experience, helpful.

Experience working with Microsoft Word, Excel, Google Drive and Trio software and processing credit/debit preferred.