

TOWN OF HOPKINTON
J O B D E S C R I P T I O N
Deputy Town Clerk/Tax Collector

<p>JOB SUMMARY: Performs highly responsible administrative and professional work carrying out the tasks prescribed by law for municipal tax collection and municipal Town Clerk duties with the highest degree of proficiency and confidentiality while providing excellent customer service to residents of the community.</p>
--

SUPERVISION RECEIVED: Reports to the Town Clerk/Tax Collector

SUPERVISION EXERCISED: None.

EQUIPMENT USED: General office equipment, computer, telephone, copy and facsimile machines, postage machine, calculator.

ENVIRONMENT: Inside: 100% Outside: 0%

DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed by people assigned to this job. The following is not intended to be an exhaustive list of all responsibilities and duties required.

- Accurately perform detailed work with numerical data and make arithmetic computations rapidly and easily.
- Assist in the preparation of tax bills and utility bills and collect and record payments as they are received.
- Respond to inquiries from the public, organizations and businesses regarding tax records, practices and bills.
- Issue and file vehicle registrations, permits and licenses in accordance with laws, rules and ordinances governing the activities, duties and responsibilities of the Town Clerk's office.
- Prepare routine financial statements and reports associated with NH DMV Municipal Online Agent, Board Agent, and other activities of the office.
- Interpret and apply statutes, rules, regulations and policies within established guidelines.
- Maintain and research records of the Town/Office, including Vital Records, in accordance with laws, regulations and generally accepted practices.
- Conduct voter registration activities in accordance with federal and state laws.
- Assist in the preparation of voter checklist, ballots, polling places and other activities associated with the conduct of voting.
- Maintain effective working relationships with employees, elected officials and the general public.
- Attend to many items simultaneously, and or in sequence.
- Maintain an appropriate level of confidentiality regarding records of the Town.
- Familiar with and executes safe work procedures associated with assigned work.
- Performs other related duties as assigned or required.

LICENSURE/CERTIFICATION REQUIREMENT: None required

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: High School diploma or GED required. Higher education preferred. Previous experience in similar work required. Ability to be certified to perform Online/Municipal Agent and Boat Agent work within 3 months of hire.

SUMMARY OF OCCUPATIONAL EXPOSURES: Some exposures to cleaning fluids and office machine toner.

OTHER CONSIDERATIONS AND REQUIREMENTS:

Must be a resident of Hopkinton.

The Deputy Town Clerk/Tax Collector is a Part-time employee of the Town of Hopkinton.

This position is a Grade 8 (\$16.89-\$23.64).

Must be computer literate and have familiarity with Microsoft Office.

EVALUATION: Annually by the Town Clerk/Tax Collector.