

**TOWN OF BRENTWOOD
TOWN CLERK/TAX COLLECTOR**

JOB SUMMARY:

The Town Clerk/Tax Collector's responsibilities are many and varied and are governed by the State of New Hampshire RSA's, The Department of Revenue Administration and Administrative rules.

SUPERVISION EXERCISED:

Town Clerk/Tax Collector will act as Supervisor to Deputy Town Clerk/Tax Collector and the Assistant Clerk.

EXAMPLES OF DUTIES:

(The listed examples may not include all duties found in this position).

1. Receive telephone calls and customers to the department. Screens for the nature of business and refers to appropriate department to handle the request. Answers questions and performs services when applicable. Handles customer problems requiring knowledge of the immediate responsibilities of the office. Refers individual to appropriate office in the Town or in the State when necessary.
2. Records and preserves the public records of the Town.
3. Collects from the public all forms of taxes, payments, licensing fees, motor vehicle fees, boat registration fees. OHRV or Fish and Game license fees, vital record fees, dog licensing fees, bulky good sticker fees, police reports/concealed permits, and maintains accurate records of the payment and receipt of such collections.
4. Prepares deposits and balances collections. Prepares close out reports daily and processes ACH payments to the State of New Hampshire DMV.
5. In the absence of the Treasurer, brings cash deposits to the bank when necessary.
6. Prepares for separate State and DMV yearly audits.
7. Prepares Lien/Deed Processing for all taxes. Attends public/non-public Selectboard meetings when dealing with Lien/Deed processes. Prepares redemptions and recordings sent to the Registry of Deeds
8. Works with Town Moderator and Supervisors of the Checklist in assisting residents in registering to vote in the Town of Brentwood. Must attend all Town, State and Federal elections, in addition to, all training associated with the elections.

9. Provides absentee ballot request forms and ballots when requested. Works all aspects of the elections, included but not limited to testing of ballots and close out/reports at the end of the night. Manages all ballot activity and changes to the SRVS system. Maintains and programs Voting works ballot machine. Responsible for ordering ballots for all elections. Certifies all election results.
10. Takes minutes for the annual Town meeting and publishes results. Provides and counts ballots for any "secret ballot" vote requested at Town meeting.
11. Administers Oath of Office for all Elected officials
12. Administers Oath of Office for all Appointed officials.
13. Maintains certification to work in all Municipal agent programs, Electionet and Vital Records. Keeps up to date on all state rules and regulations.
14. Processes and issues bills from office such as real estate tax bills and motor vehicle renewal notices, dog license reminders.
15. Opens and sorts mail and processes payments made by mail.
16. Orders inventory from the state DMV plate room or Vitals/OHRV/Fish & Game departments.
17. Prepares and send reports (MS-123, MS-61) to DRA for yearly processing
18. Prepares annual budget for the Town Clerk/Tax Collector's office.
19. Prepares annual reports of the Town Clerk/Tax Collector's office, provided to the Town Administrator for the annual Town Report.
20. Perform other duties when necessary.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Good knowledge of NH RSAs, as they pertain to all taxes. Good knowledge of Election laws and processes. Good knowledge of Town policies, practices and procedures. Good knowledge of NH State DMV practices and procedures. Skill in public and interpersonal relations. Skill in oral and written communication. Skill in use of computer, copier, postage machine, folding machine and calculator. Ability to perform calculations. Ability to provide confidentiality for all aspects of the job and to have integrity and tact. Ability to establish working relationships with employees, Town officials, the general public and State officials.

MINIMUM QUALIFICATIONS:

The Town Clerk/Tax Collector is an elected position and must live in the town they serve. High school diploma plus one-year clerical experience in processing and maintaining administrative or financial records; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.