

## **ASSISTANT CLERK JOB DESCRIPTION**

### **JOB SUMMARY:**

Provides customer service, performs routine bookkeeping and clerical work in the areas of billings, collections, and accounts. Maintains records and accounts in accordance with established office procedure.

### **SUPERVISION RECEIVED:**

Works under the general supervision of Town Clerk/ Tax Collector or in absence reports to the Deputy Town Clerk/Tax Collector.

### **SUPERVISION EXERCISED:**

None.

### **EXAMPLES OF DUTIES:**

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

1. Receives telephone calls and customers to the department. Screens for nature of business and refers to appropriate departments to handle requests. 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. 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. Assists in preparing deposits and balances collections. Assists with close out reports daily and processing ACH payments to the State of New Hampshire DMV.
2. Assists residents in registering to vote in the Town of Brentwood. Provides absentee ballot request forms and ballots when requested. If a resident, works all aspects of the elections and helps with testing of ballots and close out/reports at the end of the election night.
3. Maintain certification to work in all Municipal agent programs, Electionet and Vital Records. Keeps up to date on all state rules and regulations.
4. Assists in processing and issuing bills from office such as real estate tax bills and motor vehicle renewal notices, dog license reminders.
5. Opens and sorts mail and processes payments made by mail.
6. Orders inventory from the State DMV plate room or Vitals/OHRV/Fish & Game departments.
7. Files all Motor Vehicle/ Boat registrations, Title applications, and Meeting Minutes received.
8. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Good knowledge of business English, spelling and arithmetic; good knowledge of office procedures and practices; ability to keep records and prepare reports; ability to apply judgment to provisions of laws, regulations and programs; ability to type accurately with reasonable speed; ability to work effectively with

the public and other employees; ability to follow oral and written instructions; ability to operate computer and general office equipment like a copier, postage machine, calculator, telephone, copy/fax/scanner machine, and fold/insert machine.

**MINIMUM QUALIFICATIONS:**

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.