

City of Claremont, New Hampshire Position Description

Position Title:	Deputy City Clerk/Tax Collector	Union/Merit:	AFSCME Union - Clerical
		Grade/Level:	Level III
Reports to:	City Clerk/Tax Collector	Revised/Updated:	04/10/05
Department:	Finance		
FLSA Status:	Non-Exempt		

Job Summary

Performs complex technical and clerical work assisting the City Tax Collector/City Clerk. The incumbent performs varied clerical assignments of a complex nature. The diversity of the office's functions and operations are such that the assignments are often involved and require determination of sequential steps and procedures. The incumbent interprets and applies written and unwritten guidelines in performing the work. These include laws, regulations, rules, policies and interpretations of the City Tax Collector/City Clerk. The incumbent uses judgment in applying the guidelines to the situations where the guides are not clearly stated to a particular problem and provides supervision and guidance to those subordinates within the department.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Maintains all operations of the central collection office in the event the City Tax Collector/City Clerk is unable to perform his/her duties because of illness, resignation or absence.
2. Accepts voter registration applications, maintains the computer voter checklist of the three wards and assists the City Tax Collector/City Clerk with the municipal election process. The Deputy would conduct the election in the event the City Clerk was unable to complete the election process because of illness or resignation.
3. Signs City and State documents with the same authority bestowed on the City Clerk.
4. Issues a variety of licenses after ascertaining compliance with requirements and collects the mandated fees.
5. Processes and maintains vital statistic records and other documents maintained by the clerks office in accordance with State laws. Issues certified copies, as requested, in person or by written request.
6. Prepares certificates of title and motor vehicle registrations with calculations of local and State fees. Reports daily to the State substation and Department of Safety on the registrations processed for the State and deposits State funds.

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 use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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7. Receives payments for property taxes, timber tax, excavation tax, tax liens, water/sewer payments, current use, special assessments including partial payment and interest calculations.
8. Searches records to provide requested information to the public, department directors or other staff.
9. Balances cash drawer on a daily basis and prepares deposit and written report and verifies remittances with computer generated cash edit report for each type of cash receipt as mentioned above.
10. Performs other related duties as requested.

Peripheral Duties

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Fills in and fulfills the duties of City Clerk/Tax Collector in his/her absence.

Desired Minimum Qualifications

Education and Experience:

High School diploma or equivalent, plus not less than three (3) years experience in an office environment where record keeping is a significant part of the overall work program. Training should include courses in typing, record management or any equivalent combination of training and experience which demonstrates possession of the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Working knowledge of business English and grammar.
- Working knowledge of rules and regulations of City and State government to insure that proper procedural and reporting requirements are met.
- Basic knowledge of clerical methods to record and balance cash receipts from fees collected and to prepare deposits.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Communicate effectively, both orally and in writing.
- Operate computer terminals, calculators and other office machines.
- Develop effective working relationships with other personnel and with the public.
- Train and supervise subordinate personnel.
- Effectively communicate in writing and verbally.

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- Establish and maintain effective working relationships with subordinates peers and supervisors.
- Give verbal and written instructions.

Skill in:

- Skills of a qualified typist to key records letter and forms in the proper formats.
- Skill in making and verifying arithmetical computations with accuracy and speed.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the guidance and direction of the City Clerk/Tax Collector.

Supervision Exercised

The Deputy City Tax Collector/Deputy City Clerk fills in during the absence of the City Tax Collector/City Clerk and provides instruction on new or revised procedures as well as assisting the employee in handling novel and unusual problems. The employee carries out most assignments with a minimum of supervision after the skills of the position are learned in accordance with the guidelines. The employee is responsible for ensuring that the work is done accurately.

Responsibility For Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain any required approvals and designations as required.

Tools & Equipment Used

Personal computer including word processing software, accounting software, telephone, typewriter, calculator, copy machine, and fax machine and various other pieces of office equipment.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserter, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 95% Outside: 5%

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Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

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<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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