

# City of Claremont, New Hampshire

## Position Description

<b>Position Title:</b>	City Clerk/Tax Collector	<b>Union/Merit:</b>	Merit
<b>Reports to:</b>	Finance Director	<b>Grade Level-Points:</b>	9 - 627
<b>Department:</b>	Finance	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Exempt		

### Job Summary

The incumbent is responsible for the administration of tax collections for the City, including receipt of property tax, change use tax, timber tax, tax liens, water and sewer fees, motor vehicle fees, and other monies owed to the City, and for the recording of such monies and preparation of applicable reports and the supervision of the Central Collections Office. The collection of tax and other city revenues in a timely manner is essential to a favorable cash flow of monies to operate the City government. The office must keep abreast of all accounts receivable, knowing when to proceed with tax liens. Failure to collect monies due and payable to the City could adversely affect the credit rating of the City.

The incumbent must use considerable judgment and a good understanding of the accounting system and procedures to determine the degree of applicability and develop the necessary approaches and work methods required to complete the assignment.

An incumbent in this class also performs highly responsible technical work in administering the affairs of the Clerk's office including custody of all public records and the registration of voters.

**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. Receives monies and posts, balances, proves and reconciles figures to a variety of accounting records and control accounts.
2. Verifies taxes and accounts receivables.
3. Verifies and posts all abatements.
4. Determines amount of any and all refunds and prepares vouchers for payment.
5. Prepares forms and maintains records of delinquent accounts and initiates collection process.
6. Prepares and issues demand notices and municipal lien recordings; prepares tax taking notices; conducts tax liens and records necessary documents.
7. Answers complex and unusual problems referred by staff or directly from members of the public.

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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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8. Prepares annual and monthly financial reports indicating commitments, refunds, receipts, abatements and balances; all supported by fiscal records.
9. Oversees the work performed by support staff
10. Develops departmental policies and procedures
11. Utilizes City accounting and computer systems for a variety of departmental tasks.
12. The City Clerk serves as custodian of all vital records for the City and reports same to the State of New Hampshire. He/She is responsible to record data submitted by the hospital and funeral directors. The records will be transmitted weekly to update the state computer system. The clerk accepts intentions of marriage, issues marriage licenses and transmits the information to the state.
13. The clerk issues a variety of licenses and permits after ascertaining compliance with City and State requirements. The IRS liens, State of NH liens and Articles of Agreement are recorded by the clerk and the fees are billed and collected.
14. The clerk is responsible for city elections. He/She accepts voter registration applications, posts notices, prepares the ballot and provides for the distribution of the absentee ballots. The clerk sees to it the polling places are readied. The date of the election the clerk accepts the return of vote after the ballots have been properly tabulated and reports the results to the City Council and/or the Secretary of State.
15. Motor vehicle registrations and titles are prepared following state guidelines. Renewal registrations with mail-in option are processed and the monies deposited in the city account with state funds deposited in a separate state account. All state funds are reported to the state office on a daily basis. State decals are audited annually.
16. The collector/clerk preserves the RSA manuals for both tax collection and city clerk purposes. He/She is responsible for the update of these manuals. The collector/clerk is required to attend technical sessions and conferences to keep current with the most recent state law changes.
17. Performs various other duties as assigned.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.

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

May serve as Clerk to the Council for the purpose of taking minutes in the absence of the Executive Assistant to the Council.

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### Desired Minimum Qualifications

#### *Education and Experience:*

A candidate for this class of positions should have a bachelors degree in accounting and/or business administration from an accredited college or university, successfully completing courses in accounting principles and practices plus five (5) years or more of progressively responsible experience, two (2) years of which should be in municipal finance work; OR any equivalent combination of education, training and experience which can demonstrate the possession of knowledge, skill and ability required to perform the job. Must be able to secure bonding in an amount suitable to the City Manager.

#### *Necessary Knowledge, Skills and Abilities:*

##### Knowledge of:

- Extensive practical knowledge of accounting methods, principles and practices to balance and reconcile a wide variety of detail, subsidiary and control accounts, to compile and analyze accounting data and to prepare a variety of financial reports and statements from such data.
- Familiarity with the principles and methods of automated accounting and considerable knowledge of the City computer programs used in the work.
- Working knowledge of staff utilization and work simplification.
- Extensive knowledge of the legal requirements and regulations governing financial operations and tax collection procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

##### Ability to:

- Plan, organize and assign work to others.
- Exercise considerable judgment and discretion in analyzing, evaluating and making recommendations for improvements in the administrative and operational efficiency of the department.
- Compose correspondence, using correct grammar and punctuation.
- Prepare financial statements and correspondence, setting up material in proper formats.
- Make arithmetical calculations and to compute varying interest rate charges accurately.
- Establish effective working relationships with employees in other departments, co-workers, the public and outside agencies.
- Train and supervise subordinate personnel.
- Effectively communicate in writing and verbally.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Give verbal and written instructions.
- Make independent judgments which have critical impacts on the organization.

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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

The incumbent works under the general supervision of the Finance Director and with the City Treasurer who reviews work with the incumbent on a face-to-face basis; but principally the technical soundness of the work is evaluated through the financial reports prepared and checks & balances within the accounting system.

### Supervision Exercised

The incumbent supervises the activities of the collections department. The incumbent must continually look to workshops and conferences for improvements in the collection process as well as review proposed legislation that may change existing state statutes that apply to tax collection.

### Responsibility For Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. Contacts are with the general public, department heads, state agencies, attorneys, realtors, funeral directors and bank employees. Some contacts involve obtaining, verifying or providing information regarding the status of taxes due, abatement or redemption procedures, etc.

### Licensing & Certification

What is required and desired?

Must maintain any required approvals and designations as required.

### Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, folder/inserters, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

**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/inserters, microfilm/fiche reader, computer mouse.

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

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. The incumbent works in an office environment. An incumbent does not engage in work demanding a great deal of physical

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application, but is likely to be open to stress situations on a recurring basis. This department must deal with difficult people.

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

### Physical Activity Requirements

#### Primary Physical Requirements

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<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

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#### Other Physical Considerations

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<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:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.

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Sight: Necessary for performing job effectively and correctly.  
Tasting & Smelling: Not required for the performance of the functions of this position.

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