

## City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	<b>Deputy Tax Collections Clerk</b>	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	City Clerk/Tax Collector	<b>Union/Merit:</b>	AFSME Union - Clerical
<b>Department:</b>	Finance	<b>Grade/Level:</b>	Level II
		<b>Revised/Updated:</b>	04/10/05

### Job Summary

Performs complex technical and clerical work assisting the City Tax Collector/City Clerk. The purpose of the work is to assist the City tax Collector/City Clerk in carrying out the functions and responsibilities of the office by executing a variety of clerical operations and interpreting regulations in accordance with established procedures. The work performed affects the accuracy and reliability of the department and could serve as the basis for future legal actions.

**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. 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.
2. Issues a variety of licenses after ascertaining compliance with requirements and collects the mandated fees.
3. Processes and maintains vital statistic records and other documents maintained by the clerk's office in accordance with State laws. Issues certified copies, as requested, in person or by written request.
4. 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.
5. Receives payments for property taxes, timber tax, excavation tax, tax liens, water/sewer payments, current use, special assessments including partial payment and interest calculations.
6. Searches records to provide requested information to the public, department directors or other staff.
7. 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.
8. Performs other related duties as requested.
9. Performs other related duties as assigned.

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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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### Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.  
Participate in various committees.

### Desired Minimum Qualifications

#### *Education and Experience:*

A candidate for this job must have completed a high school education, 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, records 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.

##### 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.
- Effectively communicate in writing and verbally.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Give verbal and written instructions.

##### Skill in:

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

### Supervision Received

The City Tax Collector/City Clerk provides instruction on new or revised procedures and assists the employee in handling novel and unusual problems. The employee carries out most assignments with a minimum of

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supervision after the skills of the position are learned in accordance with department guidelines. The employee is responsible for ensuring that the work is done accurately and with a minimum of errors.

### **Supervision Exercised**

None

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

Notary Public or Justice of the Peace (as determined by the City Clerk/Tax Collector)

### **Tools & Equipment Used**

Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, 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/insertor, microfilm/fiche reader, computer mouse.

**Typical Work Environment:**            Inside: 99%            Outside: 1%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc.

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

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## 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.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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