



**Town of Milton Job Description  
Town Clerk/Tax Collector Department**

**Deputy Town Clerk/Assistant Tax Collector**

**Date:** October 2016

**General Position Description:** This position is responsible for working with the public in person and by telephone on various transactions in support of the Town Clerk/Tax Collector. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** The Town Clerk/Tax Collector is the Department head and makes final decisions regarding all functions and personnel of the department. This position reports to the Town Clerk/Tax Collector for day-to-day operations.

**Equipment Used:** Computer hardware and software, printer, copier, fax machine, typewriter, shredder, cash register, check scanner, calculator, telephone, paper punch, stapler, combination lock and various office equipment necessary for the job.

**Environment:** Inside: 98% Outside: 2%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

**Support:** Takes direction from the Town Clerk/Tax Collector on various issues and paperwork as needed for the smooth operation of the Department. In the absence of the Town Clerk/Tax Collector, will perform duties of the Town Clerk/Tax Collector. Daily work involves assisting the public, legal requirements, filing, recordkeeping, maintaining town records in need of safekeeping or of historical value, preparing and handling voter registration applications and absentee ballots; typing correspondence, use of standard office equipment.

**Financial Date:** Accept and apply payments for licenses, vital records, taxes and registration of motor vehicles; reconcile daily deposits and prepare financial reports.

**Computer Operation:** Strong computer skills necessary to process tax bills, motor vehicle registrations, dog licenses, vital records, absentee voter requests and all town software.

**Other Functions:** Answering phone calls, knowledge of making currency change, attention to organization, detail orientated, ability to work independently, ability to follow oral and written instructions, ability to maintain customer confidentiality, perform other duties as specified.

**Cognitive and Sensory Requirements:**

- **Vision:** Necessary to read instructions, documents, computer terminals, checks, forms and other paperwork, etc.
- **Hearing:** Necessary for listening to questions and instructions.  
**Speaking:** Necessary for communicating with co-workers, residents, officials and the general public.
- **Dexterity:** Necessary for processing documents and operating equipment used in the Town Office, handwriting, etc.
- **Mobility:** Needed to travel to and from work as well as moving around the Town Hall and elsewhere for other duties such as banking, errands, training, etc.

**Physical Requirements:**

- Lift up to 10 pounds: occasionally required.
- Lift 11 to 25 pounds: rarely required.
- Lift 26 to 50 pounds: rarely required Lift over 50 pounds: rarely required (assistance may be available).
- Carry up to 10 pounds: occasionally required.
- Carry 11 to 25 pounds: rarely required.
- Carry 26 to 50 pounds: rarely required.
- Carry over 50 pounds: rarely required (assistance may be available).
- Balancing: rarely required
- Push/pull: constantly required.
- Reach above shoulder height: occasionally required.
- Reach at shoulder height: constantly required.
- Reach below shoulder height: constantly required.
- Sit: six hours per day.
- Stand: six hours per day.
- Walk: four hours per day.
- Twisting: occasionally required.
- Bending: frequently required.
- Crawling: rarely required.
- Squatting: rarely required.
- Kneeling: rarely required.
- Crouching: rarely required.

- Climbing: rarely required.
- Driving: occasionally required

**Fine motor skills (hands, wrists, fingers, etc):**

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: rarely required
- Fingering: frequently required.
- Foot/feet: not required
- Toes: not required
- Controls and equipment: Hand/power tools, equipment, motor vehicles, telephone and all other office equipment.

**Work Surfaces:** Office area includes workstation with desk, counters, computers, table, filing cabinets, closet with shelves, bookshelf and bulletin boards. All surfaces are at various heights.

**Summary of Occupational Exposures:** Most work occurs within the office setting. Some travel in a motor vehicle is required for training, bank deposits and picking up mail from the Post Office. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc. May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.

**Other Training, Skills and Experience Requirements:**

- Two years of clerical or secretarial experience.
- Computer knowledge and usage of hardware and software (i.e.- Microsoft, excel).
- Preferably have MAAP Training, a familiarity with NHVRIN, ElectioNet, Clerks Works, Avitar Collect.
- Must be bondable.
- Any equivalent combination of education and experience, which demonstrates possession of the` required knowledge, skills, and abilities.

**License/Certification Requirements:**

- High School diploma or GED
- Valid drivers license required.
- NH Notary Public requirement or must become a NH Notary Public within one year of employment.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Office hours are Monday, Tuesday, Wednesday and Friday, 8:30am – 4:00pm; Thursday 8:30am – 6:30pm and the last Saturday of the month 8am-12:00. Possible overtime if and when needed or required.