

## **TOWN OF BELMONT**

JOB TITLE: Clerk

DEPARTMENT: Town Clerk/Tax Collector's Office

STATUS: Full-Time, Non-Exempt

JOB SUMMARY: Provides clerical and administrative support in the office of Town Clerk/Tax Collector.

### **MAJOR DUTIES:**

- Processes motor vehicle registrations, title applications, dog and marriage licenses.
- Collects and posts taxes and other payments, including Water and Sewer.
- Responds to telephone inquires.
- Types materials in their final form.
- Maintains files.
- Maintains an inventory of state supplies, such as motor vehicle plates, stickers and forms.
- Enters payment in lien books, yield and gravel.
- Conducts research.
- Notarizes documents.
- Operates the postage machine.
- Assists in the training of new employees.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- Knowledge of business English, spelling and arithmetic.
- Strong Knowledge of basic bookkeeping practices.
- Knowledge of record-keeping systems.

- Knowledge of modern office practices and procedures.
- Knowledge of state laws, Town ordinances and motor vehicle registration guidelines.
- Skill in performing basic mathematical calculations.
- Skill in the use of such office equipment as a computer, printer, facsimile machine, typewriter, calculator and postage machine.
- Skill in spelling, grammar and punctuation.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Ability to apply judgment to the provisions of laws, regulations and programs.
- Ability to follow oral and written instructions.
- Ability to establish effective working relationships with other employees and the general public.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

**MINIMUM QUALIFICATIONS:**

- High School Diploma
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with two years of experience in an office setting or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Ability to readily obtain Municipal Agent training.