

TOWN OF COLCHESTER

JOB DESCRIPTION

Position Title: Assistant Town Clerk

Reports to: Town Clerk

Department: Town Clerks Office

Classification: Non-exempt

Job Function: This position's focus is to assist the public and peers with questions and requests related to the Town Clerk's office permanent records and services. This includes receiving payments, passport processing, and maintenance of official municipal records and performs other related work as required. This is a 40 hour a week position and may require overtime as needed.

Essential Functions:

- Customer service, including counter assistance and telephone requests.
- Land Records receiving and researching.
- Election support during absentee voting and Election Day.
- Passport Agent responsibilities.
- Liquor and town licensing processing.
- Receipting and recording all Colchester Minutes
- Stormwater Utility Payment Processing
- Property tax assistance with regard to receipt of payments and questions.
- Daily receipting of cash/checks/credit payments and reconciliation.
- Support other department staff to maintain customer service.

Knowledge, Skills, and Abilities:

- Associates Degree in Business or related field of study and at least two years of professional office and customer service experience.
- Ability to maintain Passport Agent certification.
- Continued training in Town Clerk specific areas, along with related software needed to complete duties.
- Proficient with Microsoft Office Suite and an aptitude for database software.
- Strong communication skills for daily and sometimes difficult situations.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances | <input checked="" type="checkbox"/> Lifting (specify) |
| <input type="checkbox"/> Color Perception | <input type="checkbox"/> Within and Between | <input type="checkbox"/> 25 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Facilities/Offices | <input checked="" type="checkbox"/> Carrying (specify) |
| <input checked="" type="checkbox"/> Clear Speech | <input type="checkbox"/> Climbing | <input type="checkbox"/> 25 Pounds |
| <input checked="" type="checkbox"/> Touching | <input type="checkbox"/> Ability to Mount and | <input checked="" type="checkbox"/> Driving (local/over |
| <input checked="" type="checkbox"/> Dexterity | <input type="checkbox"/> Dismount Equipment | <input type="checkbox"/> the road) |
| <input checked="" type="checkbox"/> Hand | <input checked="" type="checkbox"/> Pushing/Pulling | Other _____ |
| <input checked="" type="checkbox"/> Finger | <input checked="" type="checkbox"/> Typing | _____ |
| <input checked="" type="checkbox"/> Standing | | _____ |
| <input checked="" type="checkbox"/> Sitting | | |

Mental/Reasoning Requirements:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Writing-Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress |

Work Environment:

- | | | |
|---|---|--|
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Outside | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Dirt Dust |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____