

Town of Waldoboro
Job Description
Deputy Clerk/Tax Collector/Registrar

July, 2024

Job Summary

This is an administrative and customer service position that assists with activities in the Town Clerk/Tax Collector office. All duties are performed in accordance with Town Ordinances and State of Maine Law. This position is full-time, with a set schedule of 36 hours per week.

Supervision Received

Work is performed under the general supervision of the Town Manager and/or the Finance Director.

Supervision Exercised

None.

Examples of Job Functions and Duties

- Provides walk-in customer service at the counter and directs visitors to other locations as appropriate.
- Processes the registration of motor vehicles and trailers.
- Collects real estate and property tax, excise tax and other receipts.
- Reconciles daily cash, check and credit card transactions.
- Maintains Bureau of Motor Vehicle (BMV) inventory and ensures accuracy.
- Helps process BMV electronic data exchange daily, weekly and monthly.
- BMV transaction summary report and determines payment amount due to the State.
- Supports the Tax Collector with tax lien preparation.
- Processes fish and game licenses, ATV/Boat/Snow Mobile registrations, marriage licenses, certified copies of births, deaths, marriages, and other various licenses and permits, and recording of various documents.
- Assumes the responsibilities of a Notary Public to notarize documents at the counter and administers the oath of office to public officials.
- Acts as a certified agent for the Department of Inland Fisheries and Wildlife. Communicates with the Department as required to resolve license or registration issues.
- Assists the public by checking routine records and files for requested information.
- Acts as Deputy Registrar of voters for Local, State and Federal elections. Registers voters, certifies petitions, processes absentee ballots, and assists the Town Clerk with the election process.
- Provides customer service in-person, via the telephone, email or fax as needed.

- Supports Town Committees and Boards with agendas, minutes, and other duties as assigned.
- Updates the Town Clerk section of the Town's website.
- Prepares letters, reports and spreadsheets as assigned.

Usual Work Context and Physical Demands

- Has frequent face-to-face, telephone and written contact with Town personnel and the general public.
- While performing the duties of this job, the employee is frequently required to sit, stand and talk or hear, use hands to, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc

Examples of Job Qualifications: Background

- High school diploma or equivalent.
- Formal courses in business or office procedures (desirable).
- One or more years' experience in work involving maintaining and preparing records (desirable).
- One of more years' experience working in municipal government (desirable).
- Registration Agent training (desirable).

Examples of Job Qualifications: Knowledge, skills and abilities

- Ability to communicate verbally and in writing to various and diverse groups and individuals.
- Ability to problem solve and exercise good judgment under pressure.
- Thorough knowledge of modern office procedures, practices and equipment.
- Thorough knowledge of office records management.
- Ability to compose letters and administrative reports including worksheets.
- Willingness to attend workshops courses and seminars.
- Ability to learn and implement detailed office procedures, department, Town, State and Federal policies, procedures, codes and ordinances.
- Ability to learn the administrative, operational and procedural regulations and practices of the various town departments.
- Ability to handle multiple tasks, requiring a high degree of organization.

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- Ability to compile and maintain varied records, to assemble and organize data, and to prepare reports from such records.
- Considerable ability to communicate orally, in person and by telephone.
- Ability to use computers and software including word processing, spreadsheet and database programs.
- High level of initiative and the ability to work independently.
- High level of motivation and flexibility.
- Ability to deal courteously, fairly and effectively with the public, and to establish and maintain effective and cooperative work relationships with other employees and especially with the town manager.
- Willingness to show tact, initiative and discretion in the performance of duties.

Special Requirements

- May be required to work outside of normal business hours such as evenings for meetings and elections.

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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at any time with or without notice.

Acknowledge and receipt:

Date _____

I, _____ certify that I have received, read, understand and agree with the job description as outlined above.

Signature