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## **Town Clerk/Tax Collector**

### **Nature of Work:**

This is responsible administrative and financial work in the collection of various taxes, and in the execution of the legal responsibilities of the position of Town Clerk.

Employee of this class is responsible for the collection of various taxes and fees, the issuance of numerous permits and licenses, preparation of regular reports to the Town and various state agencies. Work is performed with considerable independence. Supervision of one Deputy Town Clerk/Tax Collector and various election workers.

### **Essential Duties and Responsibilities:**

Receives and records payments of property taxes and excise taxes, and prepares collected monies for deposit.

Prepares and records tax liens.

Provides information requested on property and excise taxes.

Maintains detailed records related to the ownership of automobiles, trucks and boats.

Maintains records of town meetings and other official documents.

Swear in municipal officials as necessary and maintain all records in relation thereto.

Supervises the issuance of, or issues, various licenses such as fish and game licenses, marriage, dog and maintains all related records.

Supervises the recording of all vital statistics, such as births, deaths, and marriages.

Plans and supervises the conduct of all elections, instructs election officials on election laws and procedures. Supervises the processing of all election ballots and reports results to the Secretary of State.

Validate official documents.

Maintains records of births, death, marriages, burials, and sends periodic reports to the State of Maine Office of Vital Statistics; issues certified copies of same.

Assists in the issuance of, or issues, various Town licenses and maintains all related records.

Performs related work as may be required.

### **Requirements of Work:**

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.

Thorough knowledge of modern office procedures, practices, and equipment.

Thorough knowledge of the provisions of Town ordinances and State regulations relating to the operation of the office and Town government and ability to communicate same to office staff and the public.

Ability to organize, assign and review work of subordinates.

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.

Proficiency in the use of the common office equipment; including but not limited to; computers, fax machines, postage machines, photocopier, adding machines.

Ability to maintain records and prepare reports.

Ability to understand and follow the laws and regulations governing the activity of a municipal tax collector.

**Training and Experience Required:**

Graduation from an accredited high school. Previous municipal office experience and required training related to the issuing State licenses and registrations, voter registration, and election laws. Prior experience with TRIO software is preferred. Current certification as a Municipal Town Clerk or Tax Collector are preferred, or the willingness to complete certification within 2 years of employment.

**Hours of Operation:**

The Town Office shall be open to the public Tuesday, Wednesday, and Friday from 9am-4pm, Thursday evenings from 4pm to 7pm, and the first and last Saturday of the month from 9am-12pm (excluding holiday weekends).

The position of Town Clerk/Tax Collector will at times require additional hours outside of general business hours to complete the duties of the job. It is the responsibility of the Town Clerk/ Tax Collector to complete all functions of the job within deadlines dictated by Local and State Law and as directed by the Board of Selectmen.

**Benefits package:**

Paid vacation, paid sick time, Earned Paid Leave, Maine Public Employment Retirement System Defined Benefit Plan, Maine Municipal Health Trust Health and Dental Benefits.

**Salary:**

Based on experience