

Selectmen
Main Office & Assessing
(603) 539-4181
Water/Sewer Department
(603) 539-7150
Town Clerk/Tax Collector
(603) 539-2008



55 Main Street • P. O. Box 67
Center Ossipee, New Hampshire 03814-0067
FAX (603) 539-4183

Recreation Department
(603) 539-1307
Incinerator
(603) 539-4121
TDD (Hearing Impaired)
(603) 539-2856

Job Title: Assistant Deputy Town Clerk/Tax Collector

Posting Date: April 17, 2024

Closing Date: Until Position is filled.

Office Hours: Monday through Friday, 8:00 am to 4:30 pm

Salary: Starting at \$20.00/per hour, increased as training and certifications are completed. This is a full-time position with a benefit package, there is a 90-day probationary period.

Position Overview

Assistant Deputy Town Clerk/Tax Collector position is responsible for processing motor vehicle registrations; recording vital records and issue certified copies of such records; issuing dog licenses; election related duties; and provide administrative support for all other functions of the Town Clerk/Tax Collector department. The Assistant Deputy Town Clerk/Tax Collector will work under the guidance of the Town Clerk/Tax Collector and Deputy Town Clerk/Tax Collector.

Job Summary

This position provides a wide range of customer service, research, clerical and administrative support services to the Town Clerk/Tax Collector's office. This includes but is not limited to: processing of transactions, regular dealings with the public, record retention, and election-related tasks. Qualified candidates should possess the ability to maintain confidential information, as well as the ability to follow all state and local laws that dictate the operation of the Town Clerk/Tax Collector's office.

Duties

- Dealing with the public in person, by telephone, with a professional, welcoming, and helpful demeanor.
- Providing instructions and information to customers regarding their transaction.
- Becoming a state certified Motor Vehicle Registration Agent.
- Complete training with NHVRIN the software for vital records such as marriage licenses and certified copies.
- Complete training with Electionet for all election-related tasks, including required participation in election day procedures.

- Complete training with Avitar software for Tax Collector, Clerk and Water/Sewer programs.
- Reconciling daily work, cash drawer closure and preparation of the daily bank deposits.
- Preparing and mailing notices.
- Filing documentation daily; vehicle registrations, titles, transfer station decals, dog registration and rabies certificates.

Knowledge, Skills and Abilities required for this position.

Knowledge of Microsoft Office.

Knowledge of modern office, secretarial and customer service practices and procedures.

Knowledge of business English, spelling, punctuation, grammar, and arithmetic.

Knowledge of town policies, procedures, and ordinances.

Knowledge of town operations and organization

Skill in secretarial and clerical functions, with a strong attention to detail, organization, and accuracy.

Skill in public and interpersonal relations.

Skill in operating general office equipment such as a computer, copier, scanner, fax, calculator, and printer.

Ability to communicate effectively, both verbally and in writing.

Ability to maintain administrative and general records and to prepare reports.

Ability to maintain effective working relationships with staff, town officials and the public.

Ability to follow state and local laws governing the operation of the Town Clerk/Tax Collector's office.

Ability to maintain confidential information.

Supervision

This position has no formal assigned supervisory responsibility or authority unless the Town Clerk/Tax Collector assigns them to the Assistant Deputy Town Clerk/Tax Collector.

Physical Requirements

The work is primarily performed while sitting or standing and utilizing a computer. There is frequent standing while waiting on the customers at the counter, carrying light objects such as papers and books. Occasional lifting and carrying items up to 25 lbs., with standard reaching, bending, hand manipulation, talking, hearing, and seeing.

Education and/or Experience

A High School Diploma or equivalent is the minimum qualification. The ideal candidate would have 3 years of general office work experience and a willingness to learn new tasks.

Other Considerations and Requirements

Notary or Justice of the Peace, travel for required training and must pass a background check.

Residency in the Town of Ossipee is required.

This job description is only meant to be a representative summary of the major duties and responsibilities performed by this position. The candidate may be requested to perform tasks other than those stated in this description.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all requirements and duties required.

Please fill out and send in the Application for Employment form that is available at the employment tab on our website. You may also attach a resume with your application to compliment your application.

The Town of Ossipee is an equal opportunity employer.