

POSITION DESCRIPTION

TOWN OF GRAY, MAINE

POSITION TITLE: ASSISTANT CLERK—ADMINISTRATION
DATE CREATED/ REVISED: 09/2023

Classification: Full Time, Hourly

Narrative: This is a position of responsibility and integrity involving the day-to-day activities of the Clerk's Office area, including but not limited to cash management, the recording of receipts, the processing of various licenses and permits, and assuring the ongoing recording and reporting of all activity. This position has frequent contact with the public as well as with other employees and Town Officials (as applicable). This position supports the Clerk's Office area and the Administration in general. All work must be performed in accordance with State law, Town of Gray policies/ordinances/previously established procedures and requires attention to detail, sound judgment, and the ability to work effectively with others as well as independently.

Supervision: Supervision is provided to this position by the Town Clerk.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Provide a high level of customer service while performing customer transactions (including fee processing as necessary) including but not limited to:
 - Tax Collection-Real estate and personal property, excise tax, sales tax (as applicable)
 - Motor Vehicle Processing-Registrations, titles, etc.
 - Notary services
 - Assistance with elections, issuance of absentee ballots, voter registration cards, etc.
 - Licenses-Marriage, hunting/fishing, dog
 - Vital records-Birth, death, marriage
 - IF&W Registrations – ATV, Boat & Snow
- Receive money and keep accurate records of transactions
- Count currency, coins, and checks received to prepare them for deposit
- Provide clear and accurate information to the public
- Maintain records for licenses, vital records, motor vehicle, IF&W, voter registrations, election functions, tax collection, and other documentation as deemed necessary
- Perform duties and exercise powers incumbent upon or invested in Town Clerks by state law
- Perform all other duties as requested and required

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent Associate Degree
 Bachelor's Degree Advanced Degree

Prior Experience Required:

1-3 years of direct experience in this position or directly related to the field, or customer service/high volume cash handling experience, or a satisfactory equivalent in the estimation of the Town.

Prior Experience Preferred:

3 years of direct experience in this position or directly related to the field, or customer service/high volume cash handling experience, or a satisfactory equivalent in the estimation of the Town.

Certifications & Licenses

- Must obtain and maintain Assistant Town Clerk status

Knowledge, Ability, Skills

- Maintain a high level of customer service skills at all times
- Knowledge of modern office tasks/procedures and equipment, computer software (Microsoft Office, accounting software, etc.), and/or the competency to learn them
- Maintain a thorough knowledge/understanding of State statutes relating to the duties and responsibilities of Town Clerk, Tax Collectors and Registrar of Voters
- Maintain a thorough knowledge/understanding of State regulations and Town ordinances/previously established procedures as they relate to operations in the Clerk's Office area and Town government
- Ability to balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers and/or calculators
- Ability to establish and maintain effective working relationships with co-workers, supervisors, Town Officials (as applicable) and the public
- Ability to express information clearly and precisely, both orally and in writing
- Ability to maintain records, assemble and organize data and prepare reports
- Ability to manage time and responsibilities effectively to perform all duties as required/requested

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs.	<input checked="" type="checkbox"/> 8-12 hrs.	<input type="checkbox"/> >12 hrs.	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> throughout facility <input type="checkbox"/>					
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr./wk.	Occasionally : up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> see | <input checked="" type="checkbox"/> hear | <input type="checkbox"/> distinguish color |
| <input type="checkbox"/> work in diminished lighting | <input type="checkbox"/> make critical decisions | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak | <input type="checkbox"/> work at a set pace/rate | <input checked="" type="checkbox"/> remember accurately |
| <input checked="" type="checkbox"/> work under deadlines | <input checked="" type="checkbox"/> perform multiple tasks | <input checked="" type="checkbox"/> work independently |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions | |
| <input type="checkbox"/> other: | | |

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____