

TOWN OF EXETER

JOB TITLE: Assistant Town Clerk

12/05/2023

DEPARTMENT: Administration

EMPLOYMENT STATUS: Full-Time, SEIU

EXEMPT STATUS: Non-Exempt

LABOR GRADE: 1 SEIU Pay Scale

JOB SUMMARY: This position is responsible for supporting the everyday functions of the town clerk's office.

SUPERVISION RECEIVED: This position receives direct supervision from the town clerk and is evaluated by the town clerk based on performance of the essential duties of the position.

SUPERVISION EXERCISED: This position has no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Answers the phone.
2. Files records.
3. Produces vital records.
4. Produces motor vehicle registrations.
5. Produces voter registrations.
6. Maintains monthly reports.
7. Performs other related duties as required.
8. Hold a notary public designation
9. Produces motor vehicle title applications
10. Process absentee ballot requests
11. Produces daily close out reports for vital records and DMV
12. Performs ACH transfers
13. Reconcile with Town & State
14. Produce daily deposits
15. Process daily online transactions from a log
16. Attend required training at the state level in Concord, NH
17. Process boat registrations
18. Process OHRV registrations
19. Process NH fishing licenses

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of state and local laws governing elections, motor vehicle registration, licensing, vital statistics and related laws governing operations of the town clerk's office.
2. Knowledge of town ordinances, policies, practices and procedures.
3. Knowledge of office practices and procedures, particularly records maintenance.
4. Skill in public and interpersonal relations.
5. Skill in oral and written communication.
6. Skill in the use of computers and standard office and state supplied software.
7. Skill in the use of such office equipment such as printer, facsimile machine, calculator and copier.
8. Ability to maintain records.
9. Ability to communicate effectively, both verbally and in writing.
10. Ability to deal effectively with the public over the telephone and in person.
11. Ability to establish and maintain effective working relationships with town officials, employees and the general public.
12. Ability to maintain confidential information.

SUPERVISORY CONTROLS: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions. The employee works as instructed and consults with a supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work that may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures.

GUIDELINES: Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of an associate's degree in business, bookkeeping or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require one to three years of experience in recordkeeping, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.