

## TOWN OF SIDNEY, MAINE

### JOB DESCRIPTION:

### ASSISTANT TO TOWN CLERK, TREASURER, TAX COLLECTOR, AND ADMINISTRATIVE ASSISTANT

**Nature of Work:** Hired by Town Clerk, Administrative Assistant and Board of Selectmen.

This position will be considered a permanent, part-time with approximately 24 hours per week, position but with the potential for full-time hours on an as needed basis.

Starting pay range \$10.00-13.50 per hour, depending on experience.

This is varied clerical and secretarial work in assisting the Town Clerk in the collection and record-keeping of various taxes, fees, and licenses. Work involves significant public contact while collecting monies, and the retention of records and reports. Work is performed under the general supervision of the Town Clerk and Administrative Assistant in accordance with Town, State, and Federal laws.

This position also involves the capabilities of being available to assist with the responsibilities of the Administrative Assistant's position and to help with the various aspects of that office as needed.

The job of Safety Control Coordinator is an additional element required for this job description. The responsibilities of these tasks will involve; coordinating, overseeing, and implementing safety programs for all Town Departments, this may involve traveling to the various Town outposts, such as Fire Departments and the Transfer Station etc.

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

- Assumes duties of Town Clerk, as assigned by the Town Clerk, or in the Town Clerk's absence,
- Is the primary responder for counter work and phone calls,
- Is available to participate in required training programs offered by DMV, IF & W, etc.
- Is agreeable to acquiring the title of Notary Public if required and performing the duties thereof.
- Is responsible for maintaining and reconciling daily cash drawer.
- Able to process and keep accurate records for Town Courier services.
- Process various plumbing and building permits from Code Enforcement Office.
- Processes registrations for MV and IF & W,
- Processes dog licenses,

## **TOWN OF SIDNEY, MAINE**

### **JOB DESCRIPTION:**

#### **ASSISTANT TO TOWN CLERK, TREASURER, TAX COLLECTOR, AND ADMINISTRATIVE ASSISTANT**

- Processes vital records,
- Participates in billing, receiving payments and recording of property and excise taxes,
- Issues Transfer Station permits and stickers,
- Maintains Town check book, as necessary.
- Acts as Deputy Registrar of Voters, certifies petitions, and provides necessary office coverage during election times.
- Performs related typing, clerical, and record keeping duties such as answering phones, photocopying, filing, sending faxes, key punching, etc.,
- Processes payroll and accounts payable as necessary,
- Processes weekly, monthly, and quarterly reports as necessary, including weekly motor vehicle report for DMV.
- Assists appraisers, real estate agents, and the general public with questions on tax maps and tax cards, etc.,
- Performs light housekeeping (such as dusting, emptying garbage, file purging, etc.),
- Be cross trained in all job requirements the Town Clerk, Treasurer, Tax Collector, Administrative Assistant, & Safety Control Coordinator are expected to perform.
- Research Safety BLS/OSHA requirements, and remain current and informed regarding Town Safety Policies.
- Implement Safety Programs; coordinate and oversee Town Employee Trainings, review and complete safety checklists in a timely manner for Town Office, Grange Hall, and all other departments.
- Coordinate and manage contractor appointments & estimates for buildings and equipment repair as required to provide safety in the work environment for the Town.

## TOWN OF SIDNEY, MAINE

### JOB DESCRIPTION:

### ASSISTANT TO TOWN CLERK, TREASURER, TAX COLLECTOR, AND ADMINISTRATIVE ASSISTANT

#### Requirements of Work:

- Knowledge of modern office practices and equipment, including computers. Knowledge in TRIO accounting software is a plus,
- Knowledge of business English, vocabulary, spelling, and commercial arithmetic,
- Ability to establish and maintain effective working relationships with Town Officials, employees, and general public,
- Ability to organize work and set priorities,
- Proficiency in the use of typewriter, computer, and office equipment,
- Must be at workstation and ready for work at scheduled time,
- Must follow current Personnel Policy and all other Town, State, Federal policies in place,
- Ability to maintain confidential information when necessary.

The job described above is a detail oriented position. Attention must be paid to accuracy in all respects and at the same time the employee must maintain a pleasant attitude to the general public.

Working hours consist of 24 (twenty four) hours per week. If someone in the department is on vacation or calls in sick extra hours may be required. Also at certain times of the year we are extremely busy such as at tax time, etc. and extra hours may be required. Sometimes a customer will come in late in the day with a lengthy transaction. The employee is expected to stay and finish these transactions. The extra time should be added to your time sheet and you will be compensated for this time.

A 15 minute coffee break is to be taken for each four hour shift that is worked. Lunches are to be taken on schedule approved by Supervisor. It is important that the employee follow the break and lunch schedule as closely as possible to accommodate other Town employees.

Other duties may be asked of the employee at the discretion of their supervisor.

*Reviewed, revised, and approved by Board of Selectmen: January 19, 2016*