

DEPUTY TOWN CLERK AND DEPUTY RECEIVER OF TAXES AND ASSESSMENTS

Code No.: 6-04-001

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative clerical position in town government involving the dual responsibility for assisting the Town Clerk in the issuance of licenses, permits, and applications as well as the collecting and processing of town, county and school taxes. Employees of this class receive direct supervision from the Town Clerk. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues hunting, fishing, trapping, marriage, dog and bingo licenses;

Issues burial permits;

Accepts death certificates;

Acts as registrar for area Draft Board;

Notarizes papers and documents;

Collects tax payments over the counter and through the mail;

Calculates interest penalties, if any, to be added to tax;

Prepares receipts for payments;

Marks tax rolls "paid";

Prepares bank deposition statements daily;

Balances receipts on a daily basis;

Maintains "Special Mailing Address" files for accounts where mailing address differs from property address;

Maintains bank escrow list;

Maintains cross reference file on all tax properties;

Updates transfers for ownership of town properties;

Responds to inquiries from banks, attorneys, real estate agents and taxpayers concerning tax information;

Contacts County Tax Office and Town Assessor's Office concerning errors or omissions on tax rolls.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, practices and procedures; good knowledge of town, county and school policies regarding tax collection; good knowledge of the techniques involved in record keeping; Good knowledge of office and clerical procedures; good knowledge of state and local laws relating to the issuance of a variety of licenses and permits; good knowledge of the duties and responsibilities of the office of Town Clerk; Clerical and organizational ability; mathematical ability; record-keeping ability; ability to maintain a filing system; ability to operate office machines including typewriter, calculator and adding machine; ability to balance tax receipts; ability to understand and follow oral and written instructions; ability to calculate interest and prepare receipts; ability to prepare bank deposit statements; ability to communicate well orally; ability to deal with the public; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

ADOPTED: March 24, 1983