



Part Time Assistant Town Clerk – Tax Collector

Office of Town Clerk – Tax Collector

Town of Gilford, NH

The Town Clerk – Tax Collector seeks to fill a permanent, part-time Assistant Town Clerk – Tax Collector position. Individuals must be able to work extra hours as required during peak periods. Strong office skills necessary with emphasis on friendly customer service, general computer programs and other basic office skills. Applicants must have excellent written, verbal, telephone, filing and math knowledge. Applicants must be confidential, honest, and reliable. Position requires a flexible, team players. Individuals must be able to multitask in a very busy environment. Starting pay is \$13.60 – \$15.97/per hr. Resumes are being accepted until position is filled. A copy of the full job description is located on the town's website: www.gilfordnh.org. **No telephone inquiries please.** EOE

Send cover letter and resume to:

Town of Gilford
Attn: Denise Gonyer, TC-TC
47 Cherry Valley Rd.
Gilford, NH 03249

Fax: (603) 527-4719
E-Mail: dgonyer@gilfordnh.org



TOWN OF GILFORD, NH
JOB DESCRIPTION FOR ASSISTANT TOWN CLERK – TAX COLLECTOR

JOB SUMMARY

This position may be full time or part time. A full time position will be 40 hours per week. Responsible for carrying out the duties and responsibilities assigned by the Town Clerk – Tax Collector and Deputy Town Clerk – Tax Collector. Performs routine clerical work. Is responsible for producing accurate taxation calculations. Acts as customer service representative to the general public. Must be bondable by Town insurance company.

SUPERVISION RECEIVED

Works under the immediate supervision of the Town Clerk – Tax Collector and the Deputy Town Clerk – Tax Collector.

SUPERVISION EXERCISED

Uses independent judgment, resourcefulness and interpretation to perform functions of the department.

ESSENTIAL FUNCTIONS

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

1. Accurately performs detailed work and makes arithmetic computations rapidly and easily.
2. Prepares daily category reports to the Finance Department/Town Treasurer; assisting both with reconciliation on a daily, monthly and yearly basis.
3. Prepares financial statements and reports associated with State of New Hampshire, Department of Motor Vehicles and Municipal Agent activities. Responsible for balancing all monies received. Responsible for ordering and issuing decals and license plates and keeping record of all issued, prepares a daily bank deposit for it, creating a trustworthy paper audit.
4. Record cash and checks received with all transactions on paper receipt, cash register receipt and daily computer print out from appropriate software for the Town of Gilford and the State of New Hampshire.
5. Prepares, calculates and issues motor vehicle registrations and titles. Prepares and calculates and issues boat registrations for water craft and collects appropriate fees, produces receipt, posts information in computer, cash register and appropriate financial reports. Must be able to

determine the need and criteria of the registrations and titles and must be able to determine the paper work required by the State of New Hampshire.

6. Determines the need for various Motor Vehicle forms for replacement plates, replacement decals, certified copy of registrations, duplicate title applications and many more forms. Must be able to fill out appropriate forms and determine direction to appropriate agency.
7. Responds to inquires from the general public, organizations and other departments for information and makes determination as to eligibility of private and public information. Responds in person, on the telephone and by fax regarding all records within the department.
8. Issue marriage licenses, birth certificates, marriage certificates and death certificates in accordance with State statutes and regulations of the Bureau of Vital Records. Determines eligibility and scrutinizes documentation provided. Inputs information in the State computer on-line and prepares an accurate document. Collects appropriate fees, giving receipt and recording in software program and cash register. Maintain appropriate level of confidentiality regarding records and make determination of who is entitled to that information.
9. Researches tax payments, transactions of a complicated nature checking several sources simultaneously. Performs history searches on real estate involving multiple years of data and archival materials for capital gains.
10. Collects parking fines and various civil forfeitures as directed by Gilford Police Department. Maintains file and shares information of collections and non-collections with appropriate agencies upon request.
11. Prepares dog licenses in accordance with State statute and maintains computerized information on same.
12. Determines eligibility for residency and maintains a file on new residents. Issue affidavits of residency, checking for eligibility. Issues residency letters for State of NH –DMV licensing and Town of Gilford SAU/School system.
13. Conducts voter registration activities in accordance with State statutes and requirements of the Supervisors of the Checklist. Serves as liaison from Supervisor of the Checklist to voter and prepares documents necessary for processing voter registration and party affiliation changes. Collects voter information and forwards information to Supervisors of the Checklist. Assists in the preparation of ballots, polling places and other activities associated with all Federal, State and Town elections. Accepts filings for office as required by State statute.
14. Collects semi-annual property taxes in excess of 30+ million dollars annually, giving a receipt, recording and reporting. Prepares daily cash up functions and accounts for all checks and cash. Collects quarterly sewer usage, annual betterment assessments, annual water bills and all other taxes as may be warranted by Board of Selectmen.

15. Issues Taxpayer of Gilford decals, Island Resident decals and Guest Cards annually, making determination of eligibility in accordance with town ordinances, rules and regulations. Maintains a current file on all.
16. Receives minutes of all Town boards and commissions, making appropriate receipt and filing of the same. Provides access to all public documents, assisting in search and making copies of it, charging appropriate fees, and recording appropriately.
17. Maintains effective working relationship with other employees, other departments and general public. Familiar with and executes safe office practice and procedures and has ability to multi-task, while maintaining accuracy.
18. Processes online transactions for tax, utility, dog licensing, motor vehicle renewals, vital records, Glendale guest passes, parking fines and civil forfeiture fines. Retains a file for all transactions and produces receipts.
19. Responsible for filing of daily correspondence.
20. Responsible for issuance of the monthly reminder letters for automobiles and keeping and accurate file on the information in return
21. Responsible for the preparation of daily correspondence to be mailed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Knowledge of basic accounting practices and procedures. Knowledge of use of basic office equipment such as telephone, computers, printers, photocopier, mail machine, calculators, typewriters, fax and cash register.
2. Must have knowledge in basic software packages such as (but not limited to) Microsoft Office, Microsoft Excel and Microsoft Word.
3. Knowledge of State statutes regarding motor vehicles, vital statistics, dog licensing and civil forfeitures, tax collection, tax liens, interest calculations, elections, absentee balloting, voting and voter registration, town ordinances, rules and regulations relating to the Town Beach, Town Recycling Center and Town Docks.
4. Knowledge of specialized computer software for Town Clerk, Tax Collector and State of New Hampshire Motor Vehicle Department, Vital Records Bureau and Secretary of State Voter Checklist. Such as (but not limited to) Clerkworks, BMSI, HAVA, NHVRIN and any other specific software.
5. Demonstrate accuracy, accountability and ability to work under pressure.
6. Ability to be bonded by Town insurance company.

7. Ability to complete Municipal Agent Program with State of New Hampshire, Division of Motor Vehicles.
8. Ability to complete State of New Hampshire Privacy Act Training.

MINIMUM QUALIFICATIONS REQUIRED

1. Must be honest.
2. Must have High School Diploma or GED.
3. At least 3 years of previous office experience working with the public and working with money collections.
4. Must be dependable and reliable.