

PRINCIPAL CLERK/BOOKKEEPER (TOWN CLERK)

DEFINITION

The Principal Clerk/Bookkeeper provides administrative, customer service, and financial support services to the Town Clerk's office; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Issue licenses, including birth, marriage and death certificates, dog licenses, and hunting and fishing licenses; maintain associated records; issue raffle and bazaar permits and business certificates.

Provide assistance to the public and other town departments.

Maintain records of meeting minutes and board decisions.

Maintain and update official lists, including street list and fuel permits.

Assist with preparation for Town Meeting; type warrants and votes; take minutes.

Assist with coordination of local, State, and federal elections, including voter registration, election set-up, tallying, and updating the voter list; maintain records of certified disabled and absentee voters.

Maintain the water billing system, including scheduling, trouble-shooting, and resolving customer service issues; order supplies; pay invoices; enter readings to prepare bills; prepare and mail water bills.

Balance daily cash receipts; perform accounts payable functions.

Assist with coordination of the annual census; enter and update data; maintain files.

Order office supplies and maintenance supplies for equipment.

Notarize documents for the public and town officials.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the direct supervision of the Town Clerk, following established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule; assistance is available from the Town Clerk and Assistant Town Clerk.

WORK ENVIRONMENT

Work is performed in office conditions; the workload is subject to seasonal fluctuations and

administrative deadlines, including, elections, Town Meetings, and water billing.

The employee operates standard office equipment and voting machines.

The employee has regular contact with the public, other town departments, other municipalities, and outside agencies and organizations.

The employee has access to confidential information regarding vital records.

Errors could result in delay or loss of services, legal repercussions, and monetary loss.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; two years of office or customer service experience; Notary Public; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of office practices and procedures; knowledge of laws and regulations pertaining to elections and vital statistics requirements; familiarity with open meeting laws, public records laws, and parliamentary procedure.

Ability to work independently and meet required deadlines; ability to communicate effectively with the public; ability to maintain detailed records; ability to communicate clearly, both orally and in writing.

Office skills; computer skills, including word processing, spreadsheets, and databases; organization skills; interpersonal skills; written and oral communication skills.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform duties in office conditions. The employee is required to stand, walk, sit, speak and hear, use hands to operate equipment, and move furniture and equipment. Vision requirements include the ability to read documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.