



Town of Alton Job Description Town Clerk/Tax Collector Department Part-Time Assistant Town Clerk/Tax Collector

Date: April 17, 2025

General Position Description: Provide administrative support to the Town Clerk/Tax Collector under his/her direction and assist the public. Provides a variety of moderately complex clerical work associated with tax calculations, billing and within the Town Clerks office, some of which is confidential. Must be bondable by Town insurance. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee as it applies to.

Accountability: Works under the immediate supervision of the Town Clerk/Tax Collector, Deputy Town Clerk/Tax Collector, State of New Hampshire Department of Motor Vehicles and Titles, Secretary of State's office, NH Division of Vital Record Administration, Department of Revenue Administration and the Attorney General's Office. Governed by the Laws and RSAs of the State of New Hampshire.

Equipment Used: Computers, printers, fax machine, typewriter, copier/scanner, calculator, shredder, telephone, cash register, postage machine, electric paper hole punch, paper cutter, and Accu-vote voting machine.

Environment: Inside: 99% Outside: 1%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position but are not intended to be all-inclusive.

1. Offer service to the public in a professional, timely and efficient manner, on the telephone, electronic mail or via fax machine.
2. Prepare, calculate and issue motor vehicle registrations and titles and collect the appropriate fees. Must be able to determine the paper work required by the State of New Hampshire Department of Motor Vehicles and Municipal Agents.
3. Prepare marriage licenses, issue birth certificates, marriage certificates and death certificates in accordance with State statutes and regulations of the Bureau of Vital Records. Inputs information in the State computer and prepares an accurate document. Collect appropriate fee, 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.
4. Process aqua-therm permits, file pole licenses, articles of agreement and collect fees for landfill stickers.
5. Process dog licenses in accordance with State statute and maintain computerized information on the same.
6. Assist in preparing daily revenue reports for the Finance Office/Town Treasurer; assisting both with reconciliation on a daily, monthly, yearly basis.
7. Prepare financial statements and reports associated with the State of New Hampshire Department of Motor Vehicles and Municipal Agent activities. Balance monies received and prepare bank deposits.

8. Determine the need for various Motor Vehicle forms for replacement plates, replacement decals, certified copy of registration, duplicate title application, and many more forms. Must be able to fill out appropriate forms and determine direction to the appropriate agency.
9. Prepare correspondence to be mailed as necessary.
10. Perform all duties in accordance with RSA's, the rules and regulations of the State of New Hampshire under the Town Clerks/Tax Collectors directive.
11. Determine eligibility for residency.
12. Conduct voter registration activities in accordance with State statutes and requirements of the Supervisors of the Checklist. Serve as liaison from Supervisor of the Checklist to voter and prepare documents necessary for processing voter registration and party affiliation changes. Collect voter information and forward information to Supervisors of the Checklist.
13. Assist with activities associated with all Federal, State and Town elections. Accept filings for office as required by State statute.
14. Receive minutes of all Town boards and commissions, making appropriate receipt and filing of the same. Provide access to all public documents, assist in search and making copies of it, charging the appropriate fee and recording appropriately.
15. Assist in preparing, printing and mailing semi-annual tax bills.
16. Assist in collecting revenue from semi-annual tax billings, current use, yield and gravel taxes.
17. Assist with the preparation of the tax lien and deeding process, which includes preparing reports, certified lien and deeding letters, notices to mortgagees and other letters as necessary.
18. Respond to inquiries from banks, tax service companies, attorney's offices and the general public while working closely with the Assessing Department.
19. Prepare routine financial statements and reports associated with tax collection activities.
20. Maintain 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.
21. Perform a wide variety of administrative support and general duties such as typing, filing, and collating.
22. Perform other duties as specified.

Support: Town Clerk/Tax Collector, Deputy Town Clerk/ Tax Collector, any other Town departments, other municipalities, and many State Agencies.

Financial Data: Accurately performs detailed work and makes arithmetic computations rapidly and easily.

Computer Operation:

- Ability to navigate various software programs: motor vehicles, dog licenses, vital records, election voter registration system, tax program, and banking website.
- Ability to create and edit documents through Microsoft Word and Excel.

Other Functions: Serve as a Municipal Agent for the State of New Hampshire.

Other Considerations and Requirements:

1. Must be able to be bonded by Town Insurance.
2. Must be able to pass a background check.
3. Must be a resident of Alton.
4. Must be dependable and reliable.
5. Stress tolerance in a busy office environment.

Cognitive and Sensory Requirements:

- Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc...
- Hearing: Necessary for listening to instructions and questions.
- Speaking: Necessary for communicating with employees, residents, and the public.
- Taste and Smell: Necessary for detecting fumes and gases.
- Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc...
- Mobility: Needed to walk around the Town Hall and elsewhere for other duties such as banking, errands, etc...

Physical Requirements:

Lift up to 10 pounds: frequently required.
Lift 11 to 25 pounds: rarely required.
Lift 26 to 50 pounds: rarely required.
Lift over 50 pounds: rarely required. Assistance may be available.
Carry up to 10 pounds: frequently required.
Carry 11 to 25 pounds: rarely required.
Carry 26 to 50 pounds: rarely required.
Carry over 50 pounds: rarely required. Assistance may be available.
Balancing: never required.
Push/pull: occasionally required.
Reach above shoulder height: occasionally required.
Reach at shoulder height: frequently required.
Reach below shoulder height: frequently required.
Sit: 3 total hours per day.
Stand: 5 plus hours per day.
Walk: 1 plus hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: rarely required.
Driving: rarely required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc):

- Grasping: constantly required.
- Handling: constantly required.
- Fingering: frequently required. Keyboards, hand tools, etc.
- Foot/feet: occasionally required. Operating vehicle and equipment foot pedals
- Toes: never required.
- Controls and equipment: constantly required. Motor vehicles, office equipment, telephones, etc.

Work Surfaces:

- Office area includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Vertical and horizontal step surfaces

Summary of Occupational Exposures:

- Most work occurs within the office setting.
- Some travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Other Training, Skills and Experience Requirements:

- High school Diploma or GED.
- Good computer software skills, prior office and customer service experience preferred.
- Must maintain confidentiality daily.
- Required to work with a computer, have strong cash handling and money collecting skills.
- Knowledge of basic accounting practices. Must be able to work well with the public in person or on the phone, including being able to handle difficult situations.
- Must have knowledge in basic software packages such as (but not limited to) Microsoft Office, Microsoft Excel, and Microsoft Word.
- Must be able to attend annual Town Clerk workshops, Annual Conferences and training offered by State Agencies.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Municipal Agent Certification or the ability to obtain is required to perform in this position.
- Ability to complete State of New Hampshire Privacy Act Training.
- Election Training through the Secretary of States HAVA program.
- Training through the Division of Vital Records
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Flexible within the normal business hours of Monday – Thursday 7:00 am – 5:30 pm.
Approximately 10-15 hours per week.