

Town of Gorham - Vacancy

Deputy Town Clerk - starting salary \$20.16/hr

SPECIAL REQUIREMENTS:

Preference may be given to Residents of the municipality.

May be required by the town to obtain and maintain Notary Public license.

Ability to take and subscribe to the Constitutional Oath of Office and file in appointed municipality before assuming duties.

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible clerical position that assists the Town Clerk in carrying out the administrative duties and responsibilities of the office, including those related to Town & County tax collection. Position is appointed by the Town Clerk and ratified by the Town Board.

Work is performed under the general supervision of the Town Clerk, permitting leeway for the exercise of independent judgment when carrying out the details of the work. This exempt class position serves at the pleasure of the Town Clerk.

TYPICAL WORK ACTIVITIES:

- Answer various inquiries from Town residents and other municipal offices.
- Issue marriage, dog and conservation licenses, accessible (disabled) parking permits and other related documents and transcripts.
- Receive incoming mail and packages and distribute.
- Assist with mailings, typing and copying.
- Assist with preparation of vouchers and abstract for monthly payment.
- Collect information and compile reports and documentation.
- Collect permit fees and other miscellaneous fees and charges payable to the Town and prepare deposits.
- Collect water and sewer billings and prepare deposits.
- Assist with Town Board meeting preparation, Town Newsletters, and dog enumeration.
- Attend Town Board meetings in the absence of the Town Clerk and prepare necessary minutes.
- Assume all duties and responsibilities, under law, of the Town Clerk in her absence.
- Assist Town Clerk with records management.

- Update the Town's Directory.
- Provide Notary Services to the public.
- Provide access to public records.
- Maintain calendar for town parks.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of accounting practices.
- Good knowledge of office terminology and procedures.
- Good knowledge of business arithmetic and English.
- Good knowledge of bill collection and cash handling.
- Ability to work one evening per week.
- Ability to understand and carry out oral and written instructions.
- Ability to compose reports and maintain records.
- Ability to deal tactfully and courteously with residents, boards, committees, and other agencies.
- Ability to maintain confidentiality when necessary.
- Ability to obtain a Notary Public license.
- Ability to operate a personal computer and calculator.
- Good knowledge of word processing and spreadsheet programs.
- Good knowledge of the municipality in which you will be working.
- Possession of integrity and honesty.
- The employee's physical and mental condition shall be commensurate with the demands of the position.
- Knowledge of municipal government is desirable.