

## **JOB DESCRIPTION FOR DEPUTY TOWN CLERK/TAX COLLECTOR**

### **JOB SUMMARY**

Appointed by the Town Clerk/Tax Collector with the approval from the Board of Selectmen. Takes oath to perform all functions of the Town Clerk/Tax Collector according to State statutes, ordinances, rules and regulations of the Town of Sanbornton in the absence of the elected Town Clerk/Tax Collector. The Deputy assumes the legal responsibilities and liabilities of the elected post in the absence of the elected official. Residency in the Town of Sanbornton is required by State statute.

### **SUPERVISION RECEIVED**

Works under the immediate supervision of the Town Clerk/Tax Collector

### **ESSENTIAL FUNCTIONS**

Duties performed may be, but not limited to the following:

1. Must be able to perform all duties outlined in the job descriptions of the Town Clerk/Tax Collector in their absence.
2. Maintains a working relationship with all state departments, town departments and elected officials.
3. Maintains inventory of all State of New Hampshire, Motor Vehicle Department plates, decals, forms and supplies. Annually completes all State of New Hampshire inventory forms due on June 30.
4. Maintains inventory of all office supplies. Responsible for reordering as deemed necessary.
5. Responsible for making a weekly report for registration renewals.

6. Oversees the daily cash for deposits for both the Town of Sanbornton and the State of New Hampshire. Contacts the Sanbornton Police Department for the daily pick-up for the deposits.
7. Responsible for collecting daily mail.

### **KNOWLEDGE, SKILL AND ABILITIES REQUIRED**

1. Must have knowledge, skills and abilities as outlined in the job descriptions of the Town Clerk/Tax Collector
2. Ability to occasionally attend NH Tax Collectors Association and NH Town and City Clerks Association workshops, seminars and annual conferences.
3. Willingness to become certified through the state four-year certification program.
4. Able to troubleshoot computer software and hardware problems with IT department and software vendors.

### **MINIMUM QUALIFICATIONS REQUIRED**

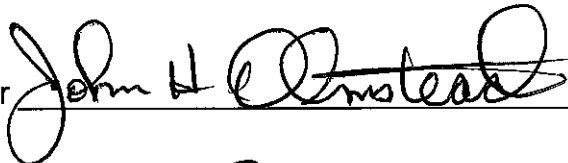
1. Must be honest.
2. Must have already obtained a High School Diploma or equivalent.
3. At least 5 years of previous office experience progressive in nature.
4. Experience in working with the public and working with money collections.
5. Must be a resident and registered voter in the Town of Sanbornton.

**Town of Sanbornton**

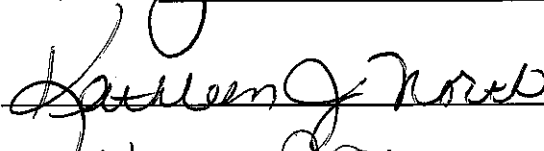
**Board of Selectmen**

Approved 10/26/2016

John Olmstead, Chair



Katy North



Karen Ober

