

Deputy Town Clerk/Tax Collector

Job Title

Deputy Town Clerk/Tax Collector

Job Summary

Performs highly responsible clerical work for the Town Clerk/Tax Collector.

The Deputy is appointed by the Town Clerk/Tax Collector and approved by the Board Of Selectman Per NH RSA 41:45-c. The Deputy TC/TX must be domiciled in Effingham, NH. Salary starts at 12.50 per hour, dependent on qualifications.

Accountability and Supervision Received

The Deputy TC/TX works under the general supervision of the Town Clerk/Tax Collector who outlines policy, assigns work, and evaluates work in terms of effectiveness. performs regular duties independently and on own initiative. Exercises judgement and discretion based on considerable substantive knowledge of office operations. Alerts supervisor to problems of a policy nature. The position is approved by the Board of Selectman and the individual serves directly under the TC/TX and is responsible for any and all duties delegated to them by the TC/TX.

Supervisory Responsibilities

Deputy TC/TX assumes overall responsibility for departmental operations in the absence of the TC/TX. Deputy provides various training at times, when required.

Examples of Essential Duties

1. Processing motor vehicle and boat registrations and associated reports
2. Processing of dog licenses
3. Assists in the issuing of Transfer Station permits
4. Performs accounting, posting and balancing accounting data associated with collection of taxes
5. Processes and maintains vital statistic records-birth, death, marriage and accounting thereof
6. Responds to all tax inquiries either from the taxpayer or other entity
7. Oversees and is responsible for many duties regarding the election process
8. Answers phone and deals with customers
9. Proficient computer skills required
10. Clerical duties such as filing, organization, and workspace tidiness
11. Composes routine and important correspondence frequently
12. Good communication and problem-solving skills
13. Ability to handle fast-paced environment, quick learner and organize tasks based on priority

Knowledge, Skills and Abilities Required

Ability to attend all required certification classes and general seminars and meetings as they arise. Previous municipal experience preferred or equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

Minimum Qualifications Required

High school diploma or equivalent with office or business experience. Per New Hampshire Statute, the Deputy TC/TX must be a resident of the Town of Effingham.

To Apply

Interested candidates should submit a letter of interest and a resume to the Town Clerk At 68 School St, Effingham, NH 03882 or email to Effinghamdeanna@roadrunner.com