

TOWN OF TOPSHAM, MAINE



Office of the Town Manager
100 Main Street
Topsham, Maine 04086
Telephone: (207) 725-5821
FAX: (207) 725-1731
Website: www.topshammaine.com

Position Title: Assistant Tax Collector/Town Clerk
Department: Tax Collector/Town Clerk
Reports To: Deputy Tax Collector

GENERAL DESCRIPTION:

This is responsible for clerical and public collection work in the collection of taxes and fees levied by the Town. Employee may be assigned responsibility for a specific area such as collection of real estate and personal property taxes, excise taxes, or as a motor vehicle registration agent. Work involves the handling of funds and preparation of standard forms and receipts. Work is performed under the general guidance of the Director of Tax Office and Town Clerk, but requires the ability to work independently following established procedures and routines. Work is reviewed based upon results achieved, reports and through audits, and customer service. This position entails extensive public contact. Candidates for these positions must also expect to undergo a background investigation that meets all local, state and federal requirements, as well as a credit check.

ESSENTIAL JOB FUNCTIONS:

- Assists in the billing, receipt and recording of payment of property or excise taxes.
- Waits on counter, answers questions, and gives out information requested on property or excise taxes or motor vehicle registration.
- Assists registration agent for the State of Maine and handles new vehicle registrations and re-registrations; facilitates transfer of plates or issues new plates and stickers.
- Performs related typing, clerical, and record keeping duties.
- Participates in the issuance of various licenses, including marriage, dog, victualers, etc.
- Assists with preparation and recording of tax liens, and maintenance of list of uncollected taxes and liens.
- Answers routine telephone inquiries and assists at counter with other routine transactions.
- Performs related work as required.
- Assists in all Town Meetings and elections.
- Deputy Registrar of Voters.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Graduation from an accredited high school, supplemented by courses in bookkeeping and commercial subjects and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training.

PREFERRED SKILLS;

- Knowledge of business English and commercial arithmetic.
- Knowledge of modern office procedures, practices, and equipment.
- Ability to provide excellent customer service
- Ability to develop and maintain cooperative and professional relationships with fellow employees, representatives from other departments, and supervisors.
- Ability to actively listen and communicate effectively through clear speech and hearing.
- Ability to work with some independence in general work situations.
- Ability to perform a variety of standard arithmetic computations.
- Ability to keep varied records, assemble and organize data, and prepare standard reports
- Ability to deal courteously with the public using tact and resourcefulness in meeting new problems.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Normal office environment. Frequently operates office machines and handling light materials and supplies. Regularly operates a desktop computer and routinely communicates face-to-face and on the telephone. Work may include off-site meetings and extended hours before and after conventional business hours.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be 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.

The Town of Topsham is an EOE.

SIGNATURE

DATE

PRINT NAME