

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Deputy Town Clerk	GRADE LEVEL:	12
CLASSIFICATION:	Non-Exempt, Part-time	DEPT:	Town Clerk
CREATED:	05/08/2023	REV DATES:	

Job Description:	The Deputy Town Clerk possesses all of the powers and performs all of the duties prescribed by law for the Town Clerk. In addition, the Deputy assists in the planning and organization of Town record keeping activities. Maintains official records and vital statistics of the Town. The Deputy Town Clerk is established and governed by Statute and approved by the Board of Selectmen. Per RSA Section 41:18 http://www.gencourt.state.nh.us/rsa/html/iii/41/41-mrg.htm
Accountability:	Reports to the Town Clerk.
Equipment Used:	Typewriter, personal computer, cash register, calculator, telephone, copy machine, fax machine, etc.
Environment:	Inside: <u>95 %</u> Outside: <u>5 %</u>

Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Assists Town Clerk in arranging municipal, state, and national election materials; oversees maintenance of all election records; prepares ballots and newspaper notices; accepts voter registration.
2. Performs all of the election duties of the Town Clerk in the absence of the Town Clerk.
3. Present at all elections.
4. Serves as deputy custodian of the Town records.
5. Supervises the recording and reporting of vital statistics, certifies copies of records for the general public.
6. Issues Town motor vehicle permits and State motor vehicle registrations.
7. Maintains records of secured transactions including filing, assignment, release of collateral, continuation and termination statements.
8. Issues dog licenses and group licenses and dredge and fill permits.
9. While on duty, serves as primary telephone receptionist for incoming calls.
10. May require attendance outside of elections per State of NH for various trainings, informational sessions, etc.
11. Required State Training to include:
 - Department of Safety - Division of Motor Vehicles
 - Secretary of State - Division of Vital Records
 - Secretary of State – Election Division
 - Additional training as required by relevant State Agencies
12. Performs other related duties as required

Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS	F	O	S	R	NR
LIFT up to 10 lbs.:	X				
LIFT 11 to 25 lbs.:		X			
LIFT 26 to 50 lbs.:			X		
LIFT over 50 lbs.:					X
CARRY up to 10 lbs.:	X				
CARRY 11 to 25 lbs.:		X			
CARRY 26 to 50 lbs.:			X		
CARRY over 50 lbs.:					X
REACH above shoulder height:		X			
REACH at shoulder height:	X				
REACH below shoulder height:	X				
PUSH/PULL:		X			
HAND MANIPULATION					
Grasping:	X				
Handling:	X				
Torquing:					X
Fingering:	X				
Controls and Equipment:					

Controls and Equipment: Computers, telephone, copy and fax machines, typewriter, postage meter, calculator, paper shredder, etc.

OTHER PHYSICAL CONSIDERATIONS	F	O	S	R	NR									
Twisting		X												
Bending:		X												
Crawling:			X											
Squatting:		X												
Kneeling:		X												
Crouching:		X												
Climbing:			X											
Balancing:					X									
WORK SURFACE(S)														
Standard office desk and chair. Carpeted, concrete and tile floors.														
DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:														
	Consecutive Hrs							Total Hrs						
	1 2 3 4 5 6 7 8							1 2 3 4 5 6 7 8						
Sit	1-2							3-4						
Stand	1-2							2-3						
Walk	1-2							1-2						

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with Town employees and the public.
Hearing:	Necessary for communicating with Town employees, vendors and the public.
Sight:	Required to be able to effectively communicate with other Town employees and the public. Necessary for doing job effectively and accurately.
Tasting & Smelling:	Not required.

Specific Vocational Preparation Requirement(s):

Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
91-180 days	181 days to 1 year	X 1 to 2 years
2 to 4 years	4 to 10 years	Over 10 years
Required:	<ol style="list-style-type: none"> 1. Skill in making arithmetical calculations rapidly and accurately. 2. Good communication and organizational skills required. 3. Individual should be self-motivated and detail-oriented, able to meet deadlines, and to function as part of a team. 4. Individual must be receptive to new concepts and procedures, to challenge established methods and conventions, and to constructively and enthusiastically work for improvements. 5. Individual must have the ability, aptitude and attitude to use a networked computer system for processing and maintaining information and generating reports. 	

	6. Knowledge of Microsoft Office Applications is a plus. 7. Ability to establish a working knowledge of statutes, rules, regulations, policies and procedures. 8. Attend required State training.
<u>Experience</u>	1. High School graduate (or equivalent) plus one to two years of related work experience in a bookkeeping/ accounting/office environment. 2. Knowledge of clerical bookkeeping principles and practices, as well as good typing and filing skills, required. 3. Must have experience as a certified municipal agent.
<u>Supervisory experience:</u>	N/A
<u>Licensure/ Certification Requirements:</u>	<ul style="list-style-type: none"> • Must be certified as a municipal agent
<u>Other Training, and/or related Skills</u>	<ul style="list-style-type: none"> ▪ Works with and interacts with different employees, public officials, and citizens of the community.

Summary of Occupational Exposures:

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Other Considerations and Requirements:

<p><u>Other Considerations and Requirements:</u></p> <ul style="list-style-type: none"> • While this is a mostly-sedentary position, the employee may be required to climb stairs, bend, reach and lift to access records. • Walking and climbing stairs is often required to reach other personnel in the building. • Employee is typically able to sit and stand as needed, however, position may require standing for moderate periods of time. • Job often entails routine and repetitive tasks that, once learned, can be executed under general supervision. • Work may be checked to ensure accuracy and completeness of tasks. • The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. • Must possess good oral and written communication skills. • Must be dependable. • Must be able to work independently while still being a team worker. • Must be willing to learn new processes or equipment. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. • Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. • Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
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I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by the Town Clerk and HR on

5/2019

Additional Reference:

Mandatory classes for a Certified Municipal Agent (DMV)

<https://www.nh.gov/safety/divisions/dmv/registration/municipal-agents/training.htm>

Procedure Manual for Municipal Agents

http://www.nhctca.com/pdf_documents/Municipal_Agents_Manual.pdf

Statute regarding Deputy Town Clerk(s)

<http://www.gencourt.state.nh.us/rsa/html/iii/41/41-mrg.htm>

RSA's relative to Municipal Agents/Town Clerks/Deputy Town Clerks (EX: [RSA 261:165](#), [RSA 41:58](#), [RSA 33-A:3](#), [RSA 170-B:19](#))

Section 41:17

41:17 Clerk Pro Tem. – If the town clerk shall be absent from any town business meeting and there is no deputy clerk to act in his stead, the town shall choose by unofficial ballot by majority vote a town clerk pro tempore who shall be sworn and shall perform all the duties of the town clerk for that business meeting.

Section 41:18

41:18 Deputy Town Clerk. – Each town may have a deputy town clerk who shall be qualified in the same manner as the town clerk and who shall perform all the duties of the town clerk in case of his or her absence by sickness, resignation, or otherwise subject to the provisions of RSA 669:65. A deputy town clerk appointed hereunder shall be appointed by the elected town clerk with the approval of the selectmen.

Section 41:45-c

41:45-c Deputy; Temporary Incapacity of Town Clerk-Tax Collector. –

I. The town clerk-tax collector shall appoint a deputy, with the approval of the selectmen, who shall be sworn, give bond, have the powers of town clerk-tax collectors and may be removed at the pleasure of the town clerk-tax collector. The deputy shall perform such duties as are assigned to him by the town clerk-tax collector.

II. Provided, however, if the town clerk-tax collector is temporarily incapacitated before completing the collection of the taxes committed to him, or if any necessity may arise for such action, the deputy town clerk-tax collector shall serve during such incapacity. Said deputy shall possess the powers, perform the duties and be paid as the selectmen or town meeting shall decide.