

**Town of Tamworth**  
**84 Main Street**  
**Tamworth, NH 03886**  
**(603) 323-7971**  
**(603) 323-2347 (fax)**

<b>Position Title:</b>	<b>Deputy Town Clerk/Tax Collector Full Time Position</b>
<b>Hours Per Week:</b>	<b>35-40 Hours per week</b>
<b>Pay:</b>	<b>\$19-21 per hour, plus benefits (PTO, Health Insurance)</b>
<b>Office Hours:</b>	<b>As Assigned by the Town Clerk/Tax Collector</b>
<b>Open Hours:</b>	<b>T, W, F 9-12am : 1-4pm &amp; Thurs 9-12am : 1-6:00 pm</b>

**JOB SUMMARY**

Assists the Town Clerk/Tax Collector within the statutory authority allowed.

**SUPERVISION RECEIVED**

Works under the general supervision of the Town Clerk/Tax Collector.

**SUPERVISION EXERCISED**

Assists with Part Time office staff in the absence of the Town Clerk/Tax Collector.

**EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Performs duties of Town Clerk for motor vehicle registrations.
2. Assists in the preparation of property tax bills, liens/deeds and receipt of warranted tax payments for the office of the Town Clerk/Tax Collector.
3. Assists in the accounting and preparation of deposits for receipts for the Office of the Town Clerk/Tax Collector.
4. Assists in preparing and maintaining all records of vital information.
5. Assists in the preparation of Election ballots for all elections and participates as an election worker on Election Day.
6. Assists in the preparation of the annual Town Report for the Town Clerk/Tax Collector and the minutes of all regular and special Town meetings.
7. Assists in the registration and collection of all dog license information and fees.
8. Accepts voter registration forms for the supervisors of the checklist.

9. Alphabetical, chronological, and numerical filing.
10. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Good working knowledge of financial reporting and accounting practices. Knowledge of State Statutes pertaining to the office of Town Clerk/Tax Collector. Working knowledge of computers, modern office equipment, practices, and procedures. Ability to establish effective working relationships with other employees and the public.

### **MINIMUM QUALIFICATIONS REQUIRED**

Must be a resident of Tamworth. Possess a high school diploma or equivalent supplemented by completion of business school and/or two years experience in accounting and general office work; Completion of NH Motor Vehicle training for Deputy Municipal Registration Agent or the ability and willingness to obtain same; or any equivalent combination of education and experience which demonstrates possession of required knowledge, skills, and abilities.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time; stand, stoop, bend, and ascend and descend stairs occasionally; constant use hands to finger, handle, and feel objects; frequent reaching with hands and arms; and regular lifting and/or movement of 25 pounds or less.

Revised 1/2/2020 BOS