

**TOWN OF SUNAPEE  
DEPUTY TOWN CLERK TAX COLLECTOR**

The Town of Sunapee NH is seeking a Full Time Deputy Town Clerk Tax Collector for the Town Clerk Tax Collector's Office. The Deputy Town Clerk Tax Collector is responsible for assisting the Town Clerk and Tax Collector in the daily operations of the Town Clerk Tax Collector's Office. This position requires the applicant to be able to perform daily accounting operations accurately and deal daily with the public, assisting them in all facets of tax collecting and town clerk processes. Successful applicant must be domiciled in the Town of Sunapee and have a high school diploma or equivalent, strong computer and organizational skills. Strict observance of confidentiality is a must when dealing with records of the municipality, the applicant must possess a valid NH Driver's License and successfully pass a background investigation.

An application form is available at the Town Office, 23 Edgemont Road, Sunapee NH or online at [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us).

The Town of Sunapee is an Equal Opportunity Employer.

Salary range is \$19.83-\$28.66 per hour depending on experience.

Applications and resumes should be mailed to: Town Clerk/Tax Collector PO Box 303 Sunapee, NH 03782 or can be left in person at the Town/Clerk Tax Collector's Office, 23 Edgemont Rd., Sunapee NH.

## Town of Sunapee, NH

**POSITION: Deputy Town Clerk/Tax Collector**

**DEPARTMENT: Town Clerk/Tax Collector Office**

**FLSA STATUS:**

**REPORTS TO: Town Clerk/Tax Collector**

**LABOR GRADE:**

**DATE: October 2019**

### **GENERAL SUMMARY**

This position requires clerical & public relations work associated with tax collection, billing and accounting operations of the Town Clerk & Tax Collector's Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Except as specifically noted, the following functions are considered essential to this position:

Accurately perform daily accounting operations in a reasonable time period.

Ability to perform many tasks simultaneously.

Prepare financial statements and reports associated with the Office of Town Clerk/Tax Collector.

Issue registrations, permits, licenses, etc. in accordance with local, state and federal regulations governing the activities of the Town Clerk/Tax Collector.

Conduct voter registration activities in accordance with federal & state laws.

Assist in all activities associated with the conduct of local, state, and federal elections.

Maintain records of the municipality in accordance with the laws, regulations and generally accepted practices.

Maintain a suitable level of confidentiality regarding records of the municipality.

Interpret and apply statutes, rules regulations and policies.

Daily application of effective oral & written communications skills.

Responding effectively to inquiries made by residents, taxpayers, & businesses questions regarding all activities associated with the Town Clerk/Tax Collector's Office.

Create a good public image as a representative of the office of Town Clerk/Tax Collector.

Maintain effective working relationships with other employees and the general public.

Perform other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

In the absence of the Town Clerk/Tax Collector the Deputy shall perform all duties necessary to ensure the operations of the Office is not disrupted.

Strict observance of confidentiality is required when dealing with DMV and Vital Records.

### **SUPERVISORY CONTROLS**

This position does not require any supervisory responsibilities.

Approved by Board of Selectmen 10/14/19

### **COMPLEXITY**

The position includes a variety of duties and the ability to handle many tasks at once.

### **PERSONAL CONTACTS**

Contacts are typically with the Town Clerk/Tax Collector, state agencies, other municipal officials, co-workers, town residents, taxpayers, and the general public. Contacts may also include town committees and their members.

### **PURPOSE OF CONTACTS**

The purpose is to plan, schedule, organize, coordinate, manage, implement, direct and to provide advice.

### **MANAGEMENT RESPONSIBILITY**

This position requires no management responsibility; however, it requires you to work independently with careful attention to details.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

The Deputy Town Clerk & Tax Collector must be domiciled in the Town of Sunapee.

High school graduate

Strong computer and organizational skills

Valid NH Operator Driver's License

Successfully pass a background investigation

#### **LICENSING AND CERTIFICATION**

Municipal Agent Automation Program (MAAP) certified within 6 months of hire.

Vital Records certified within 6 months of hire.

Election Net certified within 6 months of hire.

Enrollment in the New Hampshire Joint Certification Program

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Computer, typewriter, calculator, telephone, scan, copy and fax machine

#### **PHYSICAL DEMANDS**

Typical office environment does not require much physical strength. However high energy is required to multitask. While performing the duties of this job, the employee is required to stand; walk; sit; use hands. Employee must occasionally lift, carry, and move up to 25 pounds, sometimes reach above and below shoulder height.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK SCHEDULE**

The work schedule will be determined by the Town Clerk & Tax Collector.

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.