



Town of Winthrop

17 Highland Avenue
Winthrop, Maine 04364

Job title: Deputy Clerk
Department: Town Clerk's Office
Reports to: Town Clerk
Range of pay: Salary \$42,890 - \$49,005
FLSA Status: Non-exempt
Union: Yes

Function

Deputy Clerk is a clerical position in the office of the Town Clerk. The Deputy issues or assists in the issuance of various licenses and permits, accepts payments for licenses and taxes, records various documents and vital statistics, and maintains a variety of records. Work is performed under the general supervision of the Town Clerk in accordance with Town, state and federal laws and regulations. The employee has considerable contact with the general public and is a primary responder for front counter work. The Deputy Clerk may be assigned a special area of responsibility for report preparation and record-keeping. The Deputy Clerk is appointed by the Town Clerk, works under the general supervision of the Town Clerk, and is evaluated through observation, discussions, reports and results obtained.

Essential duties and responsibilities

Duties include, but are not limited to:

- Assisting citizens at the front counter, answering their questions and providing requested information.
- Answering routine telephone inquiries and responding to correspondence.
- Registering and re-registering automobiles, motorcycles, tractors, mobile homes and trailers; facilitating transfer of license plates or issuing new plates and stickers. Includes processing title applications and state sales taxes.
- Preparing the weekly Motor Vehicle Report in the Clerk's absence.
- Issuing hunting and fishing licenses, collecting fees and maintaining related records; registering/re-registering watercraft, all-terrain vehicles and snowmobiles; posting licenses and registrations into the computer and maintaining a file of said licenses.
- Licensing new dogs and renewing current dog registrations.
- Recording, maintaining and issuing vital records as allowed by Maine Bureau of Vital Statistics. This includes marriage, birth, death, and burial records, and certifying vital records.
- Participating in federal, state, municipal and school elections according to the laws established by the State of Maine and the federal government.

- Providing information to the Registrar to include marriages, deaths, and changes since the last update of the voting list.
- Performing clerical and record-keeping duties.
- Balancing daily receipts.
- Participating in the receipt and recording of payment of property or excise taxes as needed.
- Participating in the tax lien process.
- Attending training sessions, workshops or seminars as deemed appropriate.

Additional duties and responsibilities

Reports must be balanced and prepared for the following on a monthly basis:

- Animal welfare (dog and kennel licenses)
- Inland Fisheries and Wildlife (hunting and fishing licenses)
- Recreational Vehicles (boats, all-terrain vehicles, snowmobiles and applicable sales tax)

On a bi-monthly basis, the following inventory levels must be checked and maintained:

- Bureau of Motor Vehicle supplies (license plates, forms and stickers, and computer updating of inventory)
- Recreational Vehicle supplies (manuals, forms and stickers)
- Inland Fisheries and Wildlife supplies (hunting/fishing licenses, manuals, and forms)
- Animal Welfare supplies (tags, kennel licenses, forms, and kennel tags)

The Deputy Clerk performs other duties as needed and assigned.

Required qualifications

- Graduation from an accredited high school.
- Knowledge of Business English, spelling and basic math, and of modern office practices and procedures.
- Ability to operate modern office equipment such as computers and required software, calculators, fax machines, photocopiers.
- Strong customer service skills to include the ability to stay calm and polite when dealing with upset customers.
- Ability to be responsible for accuracy, timeliness and thoroughness of own work and to perform such work in accordance with legal, procedural, and policy guidelines. Ability to organize work and set priorities.
- Ability to establish and maintain effective working relationships with State and Town officials, fellow employees and the general public.

- Ability to work under busy circumstances at times; to be able to multitask, to be flexible, and to work with unexpected interruptions.

Preferred qualifications

- Additional college coursework, especially in business administration, office procedures and basic accounting, along with clerical work and/or municipal office experience, or any equivalent combination of experiences and training.
- A Maine Commission as a Notary Public.
- Knowledge and understanding of State statutes and regulations relating to the duties and responsibilities of the Town Clerk and the ability to retain and use them.
- Thorough knowledge of Maine's Freedom of Access Act laws.

Necessary requirements:

- Must be at least 18 years of age.
- Must be a resident of the State of Maine and a citizen of the United States.
- Must be bonded prior to assuming the duties of Deputy Clerk, and certified as a Bureau of Motor Vehicles Agent before issuing vehicle registrations and as a Department of Inland Fisheries and Wildlife Agent before issuing hunting and/or fishing licenses.

Physical requirements

Must be able to stand or sit for prolonged periods of time, with occasional stooping, bending, kneeling, crouching, reaching and twisting. Must also be able to lift, carry, push, and/or pull moderate amounts of weight, and operate office equipment requiring repetitive hand movement and fine coordination.

Approved by: Sarah Quimby, Town Clerk

Date approved: July 3, 2023

Reviewed: