Town of Hartland Maine
Town Clerk/Deputy Tax Collector
Job Opportunity

***Nature of Work*:**
This is varied clerical and secretarial work as the Town Clerk whose primary functions include the collection and record-keeping of various taxes, fees and licenses as well as Elections.

Employee of this class assists in the issuance of various licenses and permits, recording various documents and vital statistics, and the maintenance of a variety of records. Work will involve receiving and recording payments for real estate taxes, personal property taxes, sewer & water accounts, and sale of vital records, motor vehicle registrations, boat registrations, atv registrations, snowmobile registrations and hunting/fishing licenses. Work involves the handling of cash, checks and credit cards for the transactions listed above. Work is normally carried out with independence subject only to general instructions and standard operating procedures. Employee has considerable contact with the general public.

***Essential Duties and Responsibilities*:**
Examples of Work (Illustrative Only):

Participates 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.

Serves as 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.

Issues various licenses such as marriage, hunting, fishing, and dog licenses, and maintains related records. Issue certificates of marriages, births and deaths as requested.

May be assigned a special area of responsibility for report preparation and record-keeping.

Performs related typing, clerical, and record keeping duties.

May assist in the preparation of recording of tax liens, and maintenance of list of uncollected taxes and liens.

Answers routine telephone inquiries and performs various other transactions at the counter.

Responsible for voter registration and CVR record management. As well as Election process, including absentee balloting and preparation of Election Day.

***Requirements of Work*:**
Knowledge of business English, spelling, and commercial arithmetic.

Knowledge of modern office procedures, practices and equipment.

Knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.

Ability to handle cash transaction and make appropriate change in order to record all transactions and balance at the end of the day.

Ability to establish and maintain effective working relationships with Town officials, employees and general public.

Proficiency in the use of the modern-day computer equipment, office equipment, computer software programs such as: Microsoft Word, Excel, Power Point and Email programs.

Perform any and all other duties as assigned by the Town Manager and/or the Administrative Assistant.

Willingness to take on special projects from time to time as assigned.

An ability to be flexible, dependable, and honest day to day.

Team player that is willing to go above and beyond to get the job done.

Comfortable working independently.

Self-motivated.

Ability to work Full-time 40 hours per week.

Able to work occasional evenings and weekends for Town related meetings/functions/elections.

Training and Experience Required:

High School graduate and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Preference will be given to those candidates who possess Municipal experience and Trio software knowledge.

Must have a Valid State of Maine Driver's License and must be willing to take a physical exam, along with drug/alcohol screening

Compensation:

Paid Holidays

Health Insurance Available

MPERS - retirement

Hourly Rate

Please send a Resume, Cover Letter, References and Salary requirements to Town Manager by email at hartlandmanager@gmail.com, or mail it to PO Box 280 Hartland, ME 04943

The Town of Hartland is an Equal Employment Opportunity Employer.