

***Counter Clerk/GA Administrator***  
***Full-time***

***Nature of work:***

This is varied clerical and secretarial work in assisting the Town Clerk, and Tax Collector in the collection and record keeping of various taxes, fees and licenses.

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 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 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.

Issues various licenses such as marriage, hunting, fishing, and dog licenses, and maintains related records.

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

Performs related filing, typing, clerical, and record keeping duties.

Answers routine telephone inquires and assists at counter with other transactions.

Assists in voter registration and distribution of absentee ballots.

Performs related work as required.

Schedule appointments and interview General Assistance applicants for eligibility.

Review and verify information provided by applicants according to the ordinance of the Department of Health and Human Services.

Notify applicants of eligibility with 24 hours of receiving the application.

Maintain complete and accurate records pertaining to applicants of General Assistance.

***Requirements of Work:***

Knowledge of business English, spelling, and commercial arithmetic.

Knowledge of modern office procedures, practices and equipment.

Considerable knowledge of cash handling.

Must be able to multi-task. Accuracy and teamwork are very important.

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

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

Proficiency in the use of the typewriter, computer, and office equipment.

***Training and Experience Required:***

High School graduation 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.