

Town of Hudson
New Hampshire

Town Clerk/Tax Collector's Office

Job Description

CLASSIFICATION: Assistant Town Clerk/Tax Collector

Revised: 5/12/2014

BASIC PURPOSE:

To perform routine bookkeeping, collections, day end deposits including posting and reconciling payments, and other clerical duties requiring skills in processing, cataloging, maintaining and retrieving a variety of public and confidential records and documents. This position works under the supervision of the Town Clerk/Tax Collector and is expected to perform duties with a high degree of independence, exercising considerable judgement and tact in answering inquiries and determining correct courses of action.

DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the duties listed, nor do the listed examples include all duties.

- Registration and titling of motor vehicles, collection of property taxes, dog licenses, and other collections as necessary in accordance with State law and town ordinances.
- Daily posting and reconciliation of cash receipts and other routine accounting duties necessary for maintaining records.
- Vital records administration including processing marriage licenses, birth and death certificates.
- Assist with voter registration and other election related business.
- Respond to routine tax inquiries from residents, businesses and real estate agencies.
- Reviews documents to verify accuracy of records and to ensure any discrepancies or errors are corrected.
- Ensure accurate compliance with both Town and State taxing and fiscal permitting requirements.
- Typing a variety of correspondence assuring accuracy in spelling, grammar and punctuation.
- Serves as custodian of town records.
- Acts as a key front end resource to residents and businesses in resolving questions and direction to other town departments.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of standard office procedures and computer skills.
- Must be detail oriented, accurate and have ability to multi-task in a fast paced setting.
- Excellent customer service skills and experience dealing with occasional hostile customers.
- Knowledge of basic accounting principles and procedures.
- Prior banking experience preferred.
- Ability to speak and write effectively.

- Ability to interpret laws and regulations as they relate to taxes, motor vehicles, vital records and election procedures.
- Position will require extensive state level training and certification.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent.

Experience: Two years of clerical and/or banking experience which demonstrates possession of the required knowledge, skills and abilities.