

# **Town of Cape Elizabeth Job Description**

## **Tax Clerk**

### **GENERAL PURPOSE**

Performs clerical, accounting and reconciliations, and administrative work in the collection of various taxes and fees for the Town.

### **SUPERVISION RECEIVED**

Works under the supervision of the Municipal Agent and the RV Agent and direction of the Finance Director.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for the collection of real estate taxes, vehicle registrations and licenses, and assisting with the daily and monthly preparation of reports and reporting to various state agencies. Work involves significant public contact, collection of money, and interpretation of ordinances, statutes and policies.

Receives and records payments of property taxes.

Issues and records payments of vehicle registrations, boats, ATV's/snowmobiles.

Issues and records payments of dog, hunting/fishing licenses and related municipal licenses.

Enters payments into the municipal software system and prepares daily deposits.

Maintains detailed records of taxes, registrations and licenses according to applicable state law.

Assists in the preparation of internal daily and monthly reports e.g. daily journals.

Assists Municipal Agent and RV Agent in the preparation of reports and records management. Responsible for state reports in the absence of the RV Agent.

Provides information to the public regarding property ownership and taxes, licenses and registration information, town events, department policies etc.

Works with the Municipal Agent and RV Agent as a team to provide excellent customer service.

Assists with various projects e.g. working the polls on election day.

Performs other work as required.

### **PERIPHERAL DUTIES**

Provides support to other department heads and staff as required.

Serves as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) High school graduation or GED equivalent supplemented by advanced courses in accounting or bookkeeping with specialized course work in general office practices such as word processing, accounting, computer skills, and
- (B) Three (3) years of municipal cash handling and reconciliations, general office work, working with the public, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of office practices, office equipment and computers, including Microsoft Office products and programs utilized by the Town of Cape Elizabeth and required by the State of Maine.

Ability to perform arithmetic computations accurately and quickly.

Ability to communicate effectively verbally and in writing.

Ability to handle more than one transaction at a time with frequent interruptions.

Thorough knowledge and understanding of the state statutes relating to the duties and responsibilities of municipal tax collectors and licensing agents.

Ability to establish successful working relationships with town officials, employees, boards and committees, agents of the town, local and State officials, property owners and the general public.

Ability to maintain accurate and detailed records, prepare reports and both prepare and reconcile daily deposits.

### **Tax Office Responsibilities**

Tax Office staff are responsible for various duties as more specifically described in a separate document entitled "Tax Office Responsibilities."

## **SPECIAL REQUIREMENTS**

Notary Public. If the Tax Clerk is not a notary at the time of hire, the employee should obtain notary status as soon as practical, but no later than 1 year from the date of hire.

## **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, municipal and state software programs including word processing and spreadsheet programs, calculator, telephone, postage meter, and copier/fax/scanner.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, stand, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

## **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.

The noise level in the work environment is quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.