

**Town of Cape Elizabeth
Town Clerk's Office
Deputy Town Clerk**

The Town of Cape Elizabeth is seeking qualified applicants for the full-time (40-hour per week) position of Deputy Town Clerk.

This is a professional role responsible for assisting the Town Clerk with the general oversight of services relating to the Town Clerk's office. Prior municipal/election experience preferred however will train the right candidate. Organizational and time management skills required. Attention to detail a must. The successful candidate will have a unique opportunity to train with the retiring deputy clerk.

Performs administrative, clerical and financial work including the issuance of vital records, elections, licenses and collection of various fees for the Town. Work involves significant public contact, records management, collection of money, and interpretation of ordinances, statutes and policies.

Hours: Monday 7:20-5:05, Tuesday – Friday 7:20-4:05. Flexible schedule required during election cycles.

The Town of Cape Elizabeth offers a comprehensive and generous benefits package including health insurance, a 401A defined contribution retirement plan, paid holidays, sick leave and vacations.

Job description and employment application available at www.capeelizabeth.com/jobopenings.

Please submit letter of interest, resume and employment application by the deadline of Thursday, September 1, 2022. Applications will be accepted by mail or during office hours at Town Hall - Town Clerk's Office.

Debra M. Lane, Town Clerk
320 Ocean House Road
Cape Elizabeth, ME 04107

For more information, please contact Town Clerk Debra Lane at (207) 799-7665 or debra.lane@capeelizabeth.org.

Town of Cape Elizabeth-Job Description

Deputy Town Clerk

GENERAL PURPOSE

Performs administrative, clerical and financial work in support of the Town Clerk's Office including the issuance of vital records, elections, licenses and collection of various fees for the Town. Work involves significant public contact, records management, collection of money, and interpretation of ordinances, statutes and policies.

SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk in accordance with town, state and federal laws.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists customers at the counter, by phone and email.

Issues vital records (birth/death/marriage), burial transit permits and other related documents.

Maintains the online dog license program.

Elections: Assists Town Clerk in all aspects of elections including but not limited to petitions, maintenance of the voter registration list, absentee balloting, assisting absentee staff, preparing for elections (organizing supplies) and Election Day activities. Serves as Deputy Registrar. Flexible schedule during election cycles and on Election Day with some overtime required. Attendance at biennial town caucuses to register voters.

Records dog, hunting/fishing licenses and related municipal license in preparation for the daily and monthly reports to the various state agencies e.g. Inland Fisheries, Animal Welfare, and Vital Records.

Assists the Town Clerk in the records management of the Riverside Memorial Cemetery records.

Enters payments into the town's computer system and prepares deposits.

Maintains supplies for vital records, licenses and other related materials.

Assists the Town Clerk in maintaining and managing records to ensure the proper retention and destruction of files per state statutes and Town policies.

Attends required training sessions. Further professional and personnel development is encouraged.

Informs the tax office staff of changes to state policies and procedures regarding licenses. This individual acts on behalf of the Town Clerk in his/her absence.

Works with the Town Clerk and Tax Office team to provide excellent customer service.

Assists Town Clerk and Town Manager or their designee with various projects as assigned.

Performs other work as required.

PERIPHERAL DUTIES

Provides support to other department staff as required.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- 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
- Desired experience - Previous experience in municipal government (e.g. town clerk's office, elections), accounting/cash handling, general office work, working with the public desired.

Necessary Knowledge, Skills and Abilities:

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

Thorough knowledge and understanding of the state statutes relating to the duties and responsibilities of the office of town clerk.

Thorough knowledge of the Right to Know law. Maintain the privacy of confidential documents and exercise discretion of information.

Ability to perform arithmetic computations accurately and quickly.

Ability to communicate effectively and efficiently verbally and in writing.

Organizational and time management skills. Attention to detail a must.

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

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

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

SPECIAL REQUIREMENTS

Notary Public
Dedimus Justice

Professional training and development.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, spreadsheet programs, programs for elections, dog licenses, vital records, calculator, telephone, postage meter, copy/fax machine.

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 20 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.

June 2022