



TOWN OF KITTERY

Human Resources

200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-6806

– OPPORTUNITY –
Assistant Town Clerk

The Town of Kittery has an immediate opening for an Assistant Town Clerk. Office hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m. The pay range for this non-exempt, union position is \$21.63 per hour. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

Purpose

The purpose of this position is to greet and assist citizens of the Town of Kittery in regard to official administrative functions. This position reports to the Town Clerk. Duties include, but are not limited to: preparing vehicle registrations; collecting taxes; preparing licenses; assisting the Town Clerk and Deputy Town Clerk at the counter; and performing additional tasks as assigned by the Town Clerk.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists clients at the counter with a variety of services, including, but not limited to: preparing motor vehicle registrations, hunting and fishing licenses, dog licenses, boat, snowmobile and ATV registrations, Fort Foster and solid waste facility permits;
- Collects and posts boat excise monies, mooring fees, various taxes, and sewer bill monies;
- Proves out cash drawers, reviews and prepares daily and weekly motor vehicle reports;
- Assists the Deputy Town Clerk with preparing monthly hunting and fishing and dog reports;
- Serves as a deputy registrar of voters;
- Assists at the counter with vital record requests, marriage license applications, burial permits, voter registration, genealogy research, and absentee ballots;
- Assists with maintaining record books of births, deaths, and marriages;
- Performs administrative tasks such as answering phones; taking and relaying messages; making copies; scanning; faxing documents; typing documents; and maintaining files;
- Utilizes various office machines and equipment in the delivery of service, such as computer, telephone, adding machine, copier, calculator, fax machine, scanner and printer;
- Reviews and receives various reports, documents, and forms, including vehicle registrations, personal checks, hunting and fishing licenses, dog licenses, invoices, intake forms, weekly reports, daily reports, and meeting minutes.

Other Duties and Responsibilities

- Alphabetizes and files motor vehicle and other licenses and mooring and boat documentation;
- Performs other related duties as required.

Essential Knowledge, Experience, Skills and Abilities

- High school diploma or GED required, with a minimum of one year's experience in bookkeeping, accounting, and/or customer service; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position;
- Must have typing skills and computer program knowledge and experience including Windows and

- Microsoft Office (Word and Excel);
- Must be and remain a notary public with the state of Maine throughout employment;
- Must attend new motor vehicle registration and re-registration seminars;
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to interact with people (i.e., staff general public and elected officials) beyond giving and /or receiving instructions;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce reports that are accurate and complete.

Physical Requirements

The physical abilities 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.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, typewriter, printer, calculator, telephone, copy/scanner/facsimile machines, postage machine and shredder;
- Must be able to move or carry job-related objects and materials up to 50 pounds;
- Must be physically capable of reaching to obtain and move various books, printouts, file boxes, computer paper, etc.;
- Work is normally performed in an office environment; must be able to sit for long periods of time.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.