



TOWN OF KITTERY

Human Resources

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

– OPPORTUNITY –
Deputy Town Clerk

The Town of Kittery has an immediate opening for a Deputy 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 \$24.51 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 provide administrative support to the citizens of the Town of Kittery. This position reports to the Town Clerk. Duties include, but are not limited to: providing assistance to the public; filling in for the Town Clerk as necessary, maintaining books; completing reports; performing administrative tasks; 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.

- Types, files, and assists with marriage applications, burial permits, vital records requests, voter registration, absentee ballots, and serves as deputy registrar of voters;
- Collects fees for motor vehicle registrations, fishing licenses, dog licenses, etc.;
- Maintains record books of births, deaths, and marriages; makes copies of requests of same;
- Completes all reports in regard to hunting, fishing and dogs;
- Completes minutes for all Town Council meetings; updates board and committee information;
- Collects and posts taxes and sewer bills;
- Assists the Town Clerk and Town Manager, as needed;
- Performs administrative tasks such as answering phones, taking and relaying messages, making copies; faxing documents; typing documents, maintaining files, scanning and assisting with answering written correspondence;
- Utilizes various office machines and equipment in the delivery of service, such as computer, telephone, facsimile machine, adding machine, copier, typewriter, scanners, printers and postage meter;
- Reviews and receives various reports, documents, and forms, including receipts for tax and sewer bills, hunting reports, fishing reports and dog reports;
- Performs other related duties as required and attends.

Essential Knowledge, Experience, Skills and Abilities

- High school diploma or GED required, with a minimum of one year's experience as a secretary, office manager, or administrative clerk; 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, keyboard, 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.