

**City of Waterville, Maine
Position Description**

Position Title: Deputy City Clerk
Department: Clerks Office
Grade Level: 5
FLSA Status: Non-Exempt
Reports to: City Clerk

OVERVIEW OF POSITION

Under the general direction of the City Clerk, this position is responsible for a variety of clerical tasks associated with the issuance and maintenance of a variety of licenses, permits and certificates. The position serves as second in command within the office and may perform the functions of the City Clerk as authorized and necessary. The incumbent must be accurate and able to work effectively with the public. This position requires the ability to be able to handle multiple tasks simultaneously. The position requires unquestioned integrity in order to execute banking transactions.

Location: the position is located in an office in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Performs transactions necessary to issue licenses, certificates and permits to the public including marriage licenses, voter registration, hunting, fishing and dog licenses, victualer's licenses taxicab and taxicab drivers' licenses, state licenses, and junkyard permits.

Applies the content of applicable statutes, guidelines and regulations when issuing licenses, certificates and permits.

Accurately processes the transactions and records their results. Receives fees for transactions and accurately accounts for the same.

Receives questions from the public and provides responses. May be required to conduct basic research of meeting minutes, files and other records in order to provide information. Assists the public with completion of various forms and procedures for filing.

May serve as a recording clerk of the City Council from time to time and prepare agendas in the absence of the City Clerk.

Regularly utilizes a variety of office equipment including computer, typewriter, telephone, adding machine, and cash register.

Assists with the issuance of absentee ballots and other aspects of voting. Coordinates schedules for nursing home voting that is required by State law.

Performs daily cash up and makes deposits at Finance Office.

Performs the duties of the City Clerk in his/her absence when authorized to do so.

Issues certified copies of birth, death and marriage records. Receives, distributes, indexes, and files all vital records.

Types records, forms and other documents as required. Compiles state reports of vital records.

Processes passport applications in accordance with Federal laws.

Supervises and trains all part time personnel and volunteers.

Performs notary functions.

Performs essential duties of Finance Clerk I as needed, including but not limited to the collection of motor vehicle, boat and recreational vehicle excise tax and processing registrations; collection of real and personal property taxes and other revenues; cash out register on daily basis.

EDUCATION AND EXPERIENCE

Must be a high school graduate, possess considerable experience in secretarial/ clerical work of a responsible nature including experience with the public supplemented by courses in accounting or business education. Five years of municipal clerk experience required.

In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a working knowledge of the statutes, guidelines, regulations which pertain to the issuance of license, certificates and permits and the procedures which must be followed in order to process them.

Ability to accurately perform a variety of routine mathematical calculations.

Ability to work tactfully with the public.

Must be of unquestioned integrity.

Must be accurate, neat and able to meet deadlines on a regular basis.

Must have knowledge of the provisions of the City Charter, City Ordinances, and State regulations relating to the operation of this office.

Ability to establish and maintain effective working relationships with City officials, employees, and the general public.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear and requires the use of hands and fingers for the repetitive movements of typing and keyboarding.

Supervisory Responsibilities: Supervises part-time staff and volunteers and performs duties of city clerk as authorized.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This 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.

Revised on 08/05; 08/04; 11/99; 01/98; Created 03/93