

**City of Waterville, Maine  
Position Description**

**Position Title:** Admin Clerk 1  
**Department:** City Clerk  
**FLSA Status:** Non-Exempt  
**Reports to:** City Clerk  
Deputy City Clerk

**OVERVIEW OF POSITION**

This position is primarily responsible performing data entry and other clerical tasks associated with administering the voter registration function. This position will assist with customers at the counter, processing mail, and general filing.

**Position Location:** Position is located in the City Clerk's Department of 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.)

In a back-up capacity to other clerks, collects excise taxes, processes and collects auto, boat and all other recreational vehicle registrations.

In a back-up capacity to other clerks, collects real and personal property taxes, accounts receivable income, city clerk revenues and other miscellaneous revenue.

Issues birth, death and marriage certificates, dog licenses, taxi cab renewals, voter registrations and other city clerk documents.

Answers the phone and assists the public with inquiries and other matters.

Cashes out register on a daily basis.

Prepares deposits for monies received.

Scans birth, marriage and death certificates for the general public and funeral directors if the City Clerk or Deputy City Clerk is unavailable.

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

Assists with the issuance of absentee ballots and other aspects of voting.

Files and types correspondence, memos, reports and other information on an as needed basis.

Performs notary public functions.

Other duties as assigned.

**EDUCATION AND EXPERIENCE**

Graduation from high school with courses in business and record keeping or prior experience in providing customer service, and recordkeeping activities.

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of standard record keeping methods and procedures.

Knowledge of motor vehicle laws and the collection of excise, property and personal taxes.

Knowledge of modern office practices and procedures and the care and operation of standard office equipment with emphasis on usage of a cash register and computer.

Ability to communicate well and interact with the public on a professional level.

Ability to use a computer to type routine letters, memos and forms.

Ability to perform arithmetic computations quickly and accurately.

**Physical Requirements:** The position requires the ability to sit, stand, walk and bend. The ability to see and hear, speaks with clarity, and use hands for the repetitive movements of keyboarding and using a calculator. The ability to lift up to 20 pounds.

**Supervisory Responsibilities:** None.

*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.*

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