



# Town of Harrison

## Job Description

**Title:** Deputy Town Clerk

**Department/Reports To:** Town Clerk

**FLSA Designation:** Hourly, non-exempt

**Salary Grade:**

**Job Summary:**

The Deputy Clerk is a clerical, secretarial support position under the direction and supervision of the Town Clerk in accordance with Local, State, and Federal laws.

**Essential job duties and responsibilities:**

These job duties and responsibilities are representative. Specific duties may be assigned to others and/or added to meet the Town's operational needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Provide day-to-day customer service to the public in the office and by telephone.
- Provide support for election activities.
- Issues vehicle registrations, licenses such as hunting, fishing, and dog licenses, business licenses, recreational vehicle registrations, and vital records.
- Handle a variety of payments for various departments.
- Interact with the public in a positive and professional manner.
- Responsible for handling and receiving large sums of money.
- Assume assigned duties in the absence of the Town Clerk.
- Attend all required and necessary training to keep current with changes in laws, rules and regulations pertaining to the job requirements with various State offices.
- Secretarial duties to the Planning Board. Preparing packets for meetings and minutes after meetings.
- Perform any other duties or responsibilities as assigned by the Town Clerk within the general scope of the position.

**Qualifications:**

- Minimum two-year business degree or a related field; or equivalent combination of training and experience.
- Successful completion of background check and ability to be bonded.
- Capacity to work independently with minimal supervision.
- Knowledge of modern office procedures, practices.
- Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.
- Strong recordkeeping skills and attention to detail.
- Excellent technology skills including Microsoft Word, Excel, TRIO and ability to learn various office systems.

**Licenses/Certifications:**

- Must be able to obtain certification from the Bureau of Motor Vehicles to process registrations.

**May Serve As:**

- Deputy Registrar of Voters
- Deputy Tax Collector

**Physical Requirements:**

- Work is primarily in an office environment with sitting and standing.
- May lift objects up to 40 pounds.

**Disclaimer:**

- 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.
- 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.
- The town of Harrison does not discriminate against race, religion, color, sex, age, national origin, mental or physical disability, marital status, political affiliation, or sexual orientation.

**Approved/Revision Date: 11-2023**