

Town of Cumberland
Excise Tax Collection Agent/Deputy Town Clerk
Job Description

Nature of Work

This is a varied clerical position serving as both an Excise Tax Collection Agent and Deputy Town Clerk reporting directly to the Town Clerk. The employee is responsible for receiving and recording funds for the collection of various excise taxes and fees generated through the registration of automobiles, boats and other vehicles. The Deputy Town Clerk will also collect and process real estate taxes and learn the real estate tax lien process. The employee is also responsible for assisting the Town Clerk with activities such as elections, voter registration, issuing vital records and licenses. The Deputy Clerk will assume the Town Clerk's duties in the Town Clerk's absence, including supervision of department staff.

Work is performed with considerable independence under the general supervision of the Town Clerk. Work is reviewed through discussion, reports and results achieved.

Illustrative Examples of Work

- Extensive contact with the public, both in person and on the phone.
- Processes and collects the registration fees and excise and sales tax for new and renewal automobile registrations. Processes and collects excise, sales tax and registration fees for boats, snowmobiles and ATVs.
- Collects incoming property tax payments, records the payment, and issues a receipt.
- Maintains a record of all transactions and balances at the end of the day.
- Answers telephone and handles routine inquiries about department operation as authorized or refers them to proper department official for answer or action.
- Is responsible for the issuance of hunting, fishing, shellfish and dog licenses. Prepares monthly reports for Town Clerk verification. Keeps shellfish licenses records and tracks annual revenues.
- Assists the Town Clerk in the issuance of various licenses, certificates and permits, and with voter registration activities.
- Provides back up support to other members of the office staff.
- Assists other Town departments with special projects, as necessary.
- Performs related typing, clerical, and record-keeping duties.
- Performs Notary Public function.
- Performs related work as required.

Requirements of Work/Essential Functions

- Knowledge of business English, spelling, and business math. Ability to perform standard arithmetic computations.
- Considerable knowledge of modern office practices, procedures, and equipment.
- Ability to acquire Maine Notary Public designation.
- Ability to rapidly learn the operation of the Town's computer systems for automobile registration, excise taxation and for the functions of the Town Clerk's office.
- Ability to acquire a working knowledge of Microsoft Word, Excel, PowerPoint, Windows.
- Ability to rapidly acquire considerable knowledge of administrative, operational, and procedural regulations and practices of the various departments.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.
- Ability to deal courteously with the public and to establish and maintain effective working relationships with other employees.
- Ability to express oneself in such a way that one is readily and clearly understood, both verbally and in writing.
- Ability to arrange or deal with tasks in order of importance.
- Ability to work independently.
- Ability to hear within three feet and on the telephone.
- Ability to lift, push and pull objects weighing up to 25

Desirable Experience and Training

Experience in administrative or related work of a progressively responsible nature involving contact with the public; graduation from high school supplemented by courses in administrative skills; or any equivalent combination of experience and training. Town Clerk Certification by the State of Maine and the International Institute of Municipal Clerks is desirable, but may be obtained after appointment, as may the Notary Public appointment.

FLSA Non-exempt