Town of Vinalhaven
Job Description

Deputy Clerk

Nature of Work

This position involves significant public contact and working with town staff and volunteers. The Town Office is often the first phone call made to figure out what resources or agencies can assist with the public's questions/concerns. This position can be a F/T or P/T position, depending on the candidate's qualifications and desired workload. Work includes assisting committees to maintain public records and assisting with the town's communications. Work is performed under the supervision of the Town Manager subject to applicable State laws and regulation and annual financial audits.

Essential Duties and Responsibilities

- Answers the telephone and assists customers/citizens as necessary.
- Receives and records payments of property taxes, vehicle registrations, transfer station payments, and other town-related businesses transactions.
- Provides information to citizens, real estate agents, and others on property taxes.
- Performs administrative duties of the other office staff during their absence.
- Assists with management of various social media (website, Facebook, Wind, etc.…)
- Assist in the compilation of the Town's Annual Report.
- Assists in preservation of town archives.
- Committee records management, including collecting meeting agendas, minutes, and reports.
- Assists with monthly reporting to Bureau of Motor Vehicles, Transfer Station customers, and other entities as necessary.
- Assists Town Manager with various special projects as directed.
- Performs related work as required.

Desirable Experience and Training

- Graduation from an accredited high school, college degree preferred.
- Experience in customer service.
- Considerable experience in advance clerical work including public contact.
- Experience with social media accounts and website content management.
- Extensive knowledge of computers and Microsoft Office.
- Experience with TRIO and MOSES software preferred.
- Prior experience in municipal government preferred.

Effective: September 21, 2021