

TOWN OF BRIDGTON
Deputy Town Clerk

Nature of Work

This is a responsible and complex clerical and public collection work position. Employee of this class is responsible for handling of funds and the preparation of standard forms and receipts and involves considerable public contact. Work involves the application of judgment based upon experience in meeting work problems. Assignments are performed with considerable independence after a period of familiarization, though work must adhere to established procedures. Work is supervised by the Town Clerk. Work is reviewed based upon observation of results obtained, reports and through audits.

Examples of Work

Waits on counter, answers questions, and provides information requested on property, sewer or excise taxes, etc.

Performs related typing, filing and record keeping duties.

Daily cash out and balance of collected funds.

Sorts and delivers mail.

Answers telephone and handles routine inquiries about department operations as authorized or refers it to proper department official for answer or action.

Processing and issuance of vital records.

Provides support during the election process.

Serves as back up to the general assistance administrator as needed.

Responds to inquires from the public regarding land, building and personal property valuations.

Provides information, applications and procedures to the general public for the application of tax relief.

Reviews, collates, records and files property deeds, mortgage deeds, real estate transfer tax forms (tax declarations).

Records all sales data of real estate within the Town of Bridgton, derived from the real estate transfer tax form.

Adjusts and records land values, building values, personal property values, exemptions, classified lands and abatements as directed by the Board of Assessors, Assessors Agent or Laws Relating to Property Taxation.

Performs related work as required.

Requirement of Work

Knowledge of business English, spelling and commercial arithmetic.

Some knowledge of modern office procedures, practices and equipment.

Ability to work with independence in general work situations.

Ability to perform a variety of standard arithmetic computations.

Ability to establish and maintain effective relationships with other employees and the general public.

Effective communication skills, especially verbal and listening.

Skill in interviewing persons on a one-to-one basis.

Ability to work independently following statutory and general policy guidelines.

Have ability to keep varied records and assemble, collate and organize data.

Desirable Experience and Training

Graduation from standard high school, supplemented by courses in bookkeeping and commercial subjects and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training. Knowledge, experience and exposure to property assessment work involving the valuation of land, buildings and personal property. Municipal experience preferred.