

**TOWN OF BRIDGTON**  
**Deputy Town Clerk**

**Nature of Work**

This is a responsible and complex clerical and public collection work position. An 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 (not intended to be all inclusive)**

The Deputy Clerk assumes duties and responsibilities of the Town Clerk in the absence of the Town Clerk.

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

Performs related typing, filing and record keeping duties.

Daily cash out and balance of collected funds. High volume cash office.

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

Processing and issuance of vital records, registrations, licenses and permits.

Provides support during the election process.

Performs related work as required.

**Requirement of Work**

Knowledge of modern office procedures, practices, and equipment.

Ability to work with independence and multi-task.

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

Effective communication skills, especially verbal and listening.

Ability to work independently following statutory and general policy guidelines.

**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. Cash handling a must. Municipal experience preferred.

08/2023