

## **Town Clerk/Tax Collector** Job Description

### **Nature of Work:**

This is a full-time, highly responsible, administrative position serving as the primary interface between the public and the Solon town government. This person would be one of the primary staff members responsible for meeting the public at the town office. The employee is appointed by and reports directly to the Selectboard.

The successful candidate will be a dependable multitasker with strong communication and organization skills. They must be detail-oriented, flexible, professional, customer-service-oriented and enthusiastic about public service. The ability to build and maintain positive working relationships with staff, elected officials and community members is essential.

The position encompasses two distinct statutory roles:

- Town Clerk: Keeper of town records, Registrar of Vital Statistics, and chief election official.
- Tax Collector: Responsible for the collection of property and excise taxes and strict adherence to Maine statutory lien processes.

The position also included serving as Deputy Treasurer. The position of Registrar of Voters *may* also be held by the Town Clerk & Tax Collector.

### **Work Schedule**

Standard Hours: 36 hours per week. Includes extended operating hours until 6:00 pm one day a week. Office hours are scheduled by the Selectboard.

Evening/Seasonal Hours: Attendance at evening Selectboard meetings and extended hours during election seasons or tax commitment periods may be required.

### **Essential Duties and Responsibilities:**

Work involves the supervision of deputies engaged in collection and administrative activities and the preparation of regular reports to the Town and various state agencies. Work is performed with considerable independence.

#### Tax Collector Duties (Title 36 M.R.S.)

- Collections: Receive, record and maintain payment for Real Estate and Personal Property taxes.
- Excise Tax: Processes motor vehicle registrations and collects excise tax; prepares weekly reports for the Maine Bureau of Motor Vehicles (BMV).
- Lien Process: Manages the statutory lien process. Sends 30-Day Notices (Demand) and records Tax Lien Certificates at the Somerset County Registry of Deeds.
- Financials: Balances the cash drawer daily with 100% accuracy and prepare deposits for the Treasurer.
- Other: All staff are required to collect and assist in maintaining up-to-date contact information for residents and taxpayers.

## Town Clerk & Election Duties (Title 21-A & 30-A M.R.S.)

- Elections: Organizes and supervises the conduct of all elections and instructs election officials on election laws and procedures (Municipal, State, Federal). Manages the Central Voter Registration (CVR) system and absentee balloting. Maintains records of town meetings and other official documents.
- Vital Statistics: Acts as the Local Registrar, maintaining and recording births, marriages, and deaths via the Electronic Death Registration System (EDRS), issuing certified copies of the same. Sends periodic reports to the State of Maine Office of Vital Statistics.
- Licensing: Issues hunting/fishing licenses (MOSES), dog licenses (PetPoint), and business licenses as required by local ordinance.
- Motor Vehicle & Boat Registrations: Serves as the municipal agent for processing registrations and collecting excise taxes for all vehicle types, including cars, trucks, trailers, recreational vehicles (RVs), and boats. Manages the necessary in-office procedures for all new vehicle registrations and transfers.
- Records: Maintains the Town Ordinance book and serves as the custodian of official town records. Coordinate the retention, disposition and preservation of town records. Validate official documents.
- Other: And all other applicable responsibilities as outlined in state law and required by the Selectboard.

## Selectboard Support

- Reporting: Provides regular updates in writing to the Selectboard regarding tax collection rates, office operations, and upcoming statutory deadlines.
- Meetings: Attend and take notes at Selectboard meetings.
- Public Interface: Provides information and answers inquiries from residents regarding taxes, assessing data, and general town business.

## Additional duties

- Maintain various data with *proficiency* in Microsoft Office Suite (excel, word, etc.) and other software.
- Maintain and update town websites and social media pages
- Assists in the issuance of various Town licenses and maintains all related records; prepares and send renewal applications for same.
- Performs related work as may be required.

## Probationary Period

This position is subject to a six (6) month probationary period. During this time, the employee will be evaluated on their ability to master municipal software, handle public interactions professionally, and accurately process financial transactions.

Performance Review: A formal performance review will be conducted by the Selectboard prior to the conclusion of the probationary period.

Employment Status: Successful completion of the probationary period does not alter the "at-will" nature of the employment unless specified otherwise by town policy.

## Minimum Qualifications

- High School Diploma or GED required; Associate's degree in Business or Public Administration, a plus.
- Prior experience in municipal government, banking, or administrative office duties required.
- Experience with TRIO (Harris Local Government) or comparable software is preferred.

## **Certifications & Requirements:**

- Must be bondable (Required).
- Notary Public commission within 90 days of starting.
- Maintain a professional rapport with the public and other town officials.
- Ability to obtain thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.
- Thorough knowledge of modern office procedures, practices, and equipment.
- Obtain thorough knowledge of the provisions of Town ordinances and State regulations relating to the operation of the office and Town government and ability to communicate same to office staff and the public.
- Ability to organize, assign and review work of deputies.
- Ability to establish and maintain effective working relationships with other Town officials, employees and the general public.
- Proficiency in Microsoft Office Suite (excel, word, etc.) and other software Ability to maintain records and prepare reports.
- Ability to understand and follow the laws and regulations governing the activity of a municipal clerk and tax collector.
- Attend training classes and workshops.

## **Physical Demands & Work Environment**

- Physical: Must be able to lift record books, archive boxes, and election materials (up to 25 lbs). Frequent use of computer keyboards and view screens.
- Environment: Professional office setting with frequent public contact. The environment can be stressful during tax season and elections.