

Town of Barrington, New Hampshire

Title:	Assistant Town Clerk	Department:	Town Clerk		
Supervisor:	Town Clerk	Wage Range:	\$17.15-18.02	Hours:	Mon.-Thur. 25 hours
		Grade:			(must be flexible at times)

Job Summary

Responsible for supporting the everyday functions of the Town Clerk's Office.

Supervision Received

Performs regular duties under the direct supervision of the Town Clerk and Deputy Town Clerk and under statutory authority of New Hampshire state laws and Town ordinances.

Supervision Exercised

This position has no formal assigned supervisory responsibility or authority.

Essential Duties (The listed examples may not include all duties of the position)

- Serves as assistant to the Town Clerk and Deputy Town Clerk.
- Must be able to be certified to perform online Municipal Agent work within 3 months of hire.
- Serves as a state sub-station agent for motor vehicle registration. Assists in maintaining customer records on computer.
- Issues permits and licenses in accordance with state law and town ordinances, e.g. marriage intentions and licenses, dog licenses. Collects and records fees, maintains rabies certificates per RSA 466:16.
- Files motor vehicle registrations, title applications, rabies certificates, etc.
- Assists Town Clerk and Deputy Town Clerk in registering voters, processing of absentee ballot requests, provides absentee ballots to eligible voters.
- Assists in preparation for municipal, State and national elections and works at elections in capacities governed by residency (which is required within 6 months of hire).
- Searches records to provide requested information to general public or other officials who are making inquiries via telephone, written communication or in person.
- Creates a variety of material including correspondences and notices.
- Answers incoming telephone calls and makes calls to customers as required.
- Attends continuing educational training as requested by the Town Clerk.
- Assists with daily deposits and transfers.
- Performs general office duties and other related duties as required by the Town Clerk.

Knowledge, Skills and Abilities Required

- Knowledge of town ordinances, policies, practices and procedures.
- Knowledge of office practices and procedures, particularly records maintenance.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Skill in the use of computers and standard office equipment, such as printer, facsimile machine, adding machine and copier.
- Ability to obtain the knowledge of state and local laws governing elections, motor vehicle registration, licensing, vital statistics and related laws needed for governing operations of the Town Clerk's Office.
- Ability to maintain records and confidential information.
- Ability to deal effectively with the public over the telephone and in person.
- Ability to establish and maintain effective working relationships with town officials, employees and the general public.
- Ability to make accurate arithmetic calculations and accuracy in typing.

Preferred Qualifications

- Barrington Resident
- Registered Voter

Minimum Qualifications

- An associate degree in business, bookkeeping or related occupational field OR equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Applications will be accepted until March 22, 2024 or until filled.

Please forward resume & cover letter to dwood@barrington.nh.gov OR mail to:

2/29/2024

Human Resources Barrington
4 Signature Drive
PO Box 660
Barrington, NH 03825