



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Assistant Town Clerk Job Description

Job Summary

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

Supervision Received

Town Clerk

Supervision Exercised

None

Examples of Duties and Responsibilities

- 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.
- 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.
- Serves as Health Officer and shall enforce all rules and regulations affecting the health and comfort of the public.
- Provides technical support to the Administrator as needed. Performs other related duties as required.



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Knowledge, Skills, and Abilities

- Knowledge of state and local laws governing elections, motor vehicle registration, licensing, vital statistics, and related laws governing operations of the Town Clerk's Office.
- 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 maintain records.
- 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 maintain confidential information.
- Ability to make accurate arithmetic calculations and accuracy in typing.

Preferred 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, skill sets and abilities.
- Barrington Resident.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

Physical and Mental Requirements: Moderate physical effort generally required in performing office and inspection duties. The employee is frequently required to use hands to touch, handle or feel facility equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Occasionally required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Rarely required.	Twisting: Frequently required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Frequently required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Rarely required.	Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required. Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Rarely required.								
Reach above shoulder height: Frequently required. Reach at shoulder height: Frequently required. Reach below shoulder height: Frequently required.	Work Surface(s)								
Push/Pull: Frequently required	Indoor and outdoor surfaces including uneven surfaces and surfaces in inclement weather.								
Hand Manipulation									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Touching: Frequently required. Controls and Equipment:	During an 8 Hour Day Employee is Required to: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Consecutive Hours</u></th> <th style="text-align: left;"><u>Total Hours</u></th> </tr> </thead> <tbody> <tr> <td>Sit: approximately 2</td> <td>Up to 8</td> </tr> <tr> <td>Stand: approximately 4</td> <td>Up to 8</td> </tr> <tr> <td>Walk: approximately 4</td> <td>Up to 8</td> </tr> </tbody> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 2	Up to 8	Stand: approximately 4	Up to 8	Walk: approximately 4	Up to 8
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