

TOWN OF PORTER



JOB DESCRIPTION OFFICE ASSISTANT

Nature of Work

This position will be responsible in assisting in all aspects of the Town Office including the Town Clerk and the Town Treasurer. This person will be expected to learn the intricacies of the position of Town Clerk, Tax Collector, Treasurer, Registrar of Voters, E911 Addressing Officer, the General Assistance Program.

Position requires the management of the operations of the office. Position provides leadership and management and requires considerable coordination with other town departments and the Select Board. Employee is responsible for and participates in the full range of activities in the office. Work includes cash management, computerized record-keeping and customer service. Work involves coordination with other municipal employees and municipal officials. Responsible for executing actions necessary to achieve departmental objectives. Must be aware of and use judgment around legal and social issues.

Work is performed in accordance with Generally Accepted Accounting Principles, the town ordinances and state and federal laws with a high degree of independence and general supervision from the Select Board-

Possible Future Appointed Titles: E911 Addressing Officer, General Assistance Coordinator, and Town Clerk

Duties include, but not limited to, assisting the Town Clerk and Town Treasurer in the following:

- Validates official documents, oversees posting of official notices and advertisements, records papers with federal and state government as required.
- Helps plan and supervise the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the Secretary of State.
- Issues various licenses such as marriage, hunting, fishing, ATV, snowmobile, and dog licenses, and maintains all related records.
- Maintains records of births, deaths, marriages and burials, and sends periodic reports to the State of Maine Office of Vital Statistics.; issues certified copies of same.
- Attends Select Board meetings, takes minutes of the proceedings and maintains and preserves all permanent Town records.
- Receipts all monies received by mail into computer system.
- Responds to taxpayer inquiries and requests for information regarding tax liens and foreclosures.
- Answers telephone, answering the inquiry or directing the caller to the appropriate staff person.
- Is visible and accessible for the general public, municipal employees and municipal officials so as to have effective interaction.
- Regular communication with taxpayers and citizens, financial institutions, municipal officials and other municipal employees. Communication includes considerable documentation of records and documents.

- Responsible for assisting the Select Board in the identification and development of policies and procedures as it relates to the office.
- Maintenance and reconciliation of bank statements.
- Orders & maintains departmental supplies.
- Attend special Select Board meetings as requested
- Performs related work as required
- General Assistance administrator duties
- Registrar of Voters duties
- Assist the Planning Board

Requirements of Work

- Ability to understand and follow the laws and regulations governing the activity of municipal treasurer, payroll clerk, & registrar of voters.
- Knowledge of the practices and procedures of cash management, investment, budgeting and municipal accounting.
- Seasoned knowledge of the organization and the role of this department, and the ability to investigate and analyze specialized or broad-based issues.
- Knowledge of tax process including tax lien requirements.
- Thorough knowledge of modern office procedures, practices and equipment.
- 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 establish and maintain effective working relationships with other Town officials, employees and the general public.
- Proficiency in the use of the adding machine, computer and associated software.
- Ability to maintain records and prepare reports.
- Complete all required training for position and duties
- Acquire notary appointment within 60 days of hire

Qualifications

College degree in accounting, finance, business administration or graduation from an accredited high school supplemented by advanced courses in accounting or bookkeeping plus experience in the collection of various monies; or any equivalent combination of experience and training.

Accepted January 11, 2024