

**Town of Hiram**  
**Deputy Clerk, Deputy Tax Collector, Deputy Treasurer**  
**Accounts Payable, Assessor & CEO Assistant**  
**Job Description**

**Nature of Work:** This is a varied clerical position serving as Deputy to the Clerk, Tax Collector and Treasurer as well as working with the town assessor, code enforcement officer and planning board. Duties include office work, processing payroll, accounts payable, data input for the assessor, updating property records, assisting the code enforcement officer and secretary to the planning board.

**Duties and Responsibilities:**

- Assist customers at the front counter
- Processes new vehicle registrations, re-registrations, includes issuing stickers and plates for vehicles including trailers, motorcycles, ATV's, and boats.
- Issues licenses for hunting, fishing, and dogs.
- Process property tax payments
- Prepares weekly payroll and accounts payable warrants.
- Attendance at the municipal officer meetings twice a month, held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday evening
- Works with the assessor preparing annual packets and inputting field data into Trio Software.
- Updates property owner information and maintains various property tax programs, including E911
- Prepares information for annual tax map updates
- Performs related typing, clerical, and record keeping duties for the planning board, includes evening meetings as needed.
- Administers General Assistance

**Knowledge, Abilities and Skills:**

- Excellent customer service skills.
- Familiar with office equipment, including computers, faxes, copiers, and printers.
- Ability to work with minimum supervision
- Ability to organize, multi-task and schedule work to meet deadlines.
- Knowledge of Municipal Software such as Trio, Moses, DAVE and CVR is a bonus.

**Education, Training and Experience Required:**

High School graduate and experience with office procedures, or any equivalent combination of experience and training. Willing to train the right candidate.