

**Town of Casco
Job Description
Deputy Town Clerk**

GENERAL

The position of Town of Casco **Deputy Town Clerk** is a highly specialized position with varying office responsibilities. The Town Manager is the town clerk; however the Deputy Town clerk is responsible to carry out all assigned responsibilities of the Town Clerks position.

This position requires a person who can deal with the public in a courteous and friendly manner is highly motivated, and able to perform multiple tasks in the course of daily work. This person will work with and oversee a variety of people in various departments.

EDUCATION / TRAINING

The appropriate level of education is considered High School plus two years of additional education. Consideration may be given if applicants can demonstrate relative and appropriate work experience. Applicants must have a familiarity with Microsoft computer applications and be proficient with word and excel. Applicants must have experience with direct customer service.

QUALIFICATIONS

1. This position requires a person who has the ability to understand and process the State of Maine forms and reports.
2. This position requires a person who will work with people in often stressful situations and provide courteous, professional, and friendly service and demonstrate good public relation skills.
3. Use municipal computer system. (Microsoft Office, Trio)
4. This position requires a person who can use a conventional typewriter and type with a minimum of errors.
5. This position requires the ability to work with a minimum amount of supervision and complete tasks in designated periods. Provide a presence during normal working hours, arrive for work promptly, and work during other hours as required.
6. This position requires the ability to work with other staff members in a courteous, cooperative and friendly manner and may include some supervisory roles to coordinate office work loads.
7. Must have the ability to communicate verbally in English in a clear and coherent

manner, directly in person and over the telephone.

8. The **Deputy Town Clerk** will require excellent record keeping and organizational skills.
9. The successful candidate will be required to have their own personal transportation.

RESPONSIBILITIES

1. The **Deputy Town Clerk** will provide direct customer assistance and assist other municipal officials as designated by the Town Manager.
2. This person will be responsible for attending training classes, become certified to provide clerk services and keep updated on changes in municipal work. The person in this position will be expected to become a certified municipal clerk within three years.
4. This person shall be responsible for performing assignments assigned by the Town Manager.
5. This person shall be responsible for other such duties as appropriately assigned by the Town Manager.
6. The Deputy Town Clerk, once properly trained and certified, will be responsible for all town clerk functions such as: proper processing, filing and retention of all municipal records, birth, and death and marriage certificates, proper processing of licenses and permits, and other duties required by law. The Deputy Town clerk will also be required to do customer service at the front counter windows.
7. The Deputy Town Clerk will need to be or become a notary.

HOURS

This position is a full time position, requires supervision and oversight responsibilities and is based on a 40-hour workweek with benefits. Hours will occasional require evenings, and weekends. Hours and times may vary as required by the Town Manager.

Job description: secretary
DPM 10/27/2017