

**ASSISTANT CITY CLERK**  
**Job Description**  
**CITY OF CARIBOU**

Assistant City Clerk  
Department: General Government  
Reports to: City Clerk  
FLSA Status: Non-Exempt

***Nature of Work:***

The Assistant City Clerk reports directly to and is supervised by the City Clerk. The daily assignment of work and priorities shall be set by the City Clerk and may vary from time to time within the given job description dependent upon the type of work, priorities and times of year associated with the Department at any given time.

This is a public service position requiring excellent verbal and written communications skills with the general public. The Assistant City Clerk is a front-line customer service position working daily with face-to-face interactions with the public. The Position requires accurate keyboard skills or typing at moderate speeds, primary computer skills for data entry and processing, filing and general office skills and communications.

Position must have the ability to handle moderate to large amounts of cash, make change accurately and be able to prove a cash drawer on a daily basis. Position requires person to work independently, be a self-starter and accurately file daily reports to such State Agencies as DHHS, IFW, Registrar and or other State departments.

***Essential Duties and Responsibilities:***

- Communicate exceptional public relations skills as part of daily conduct of duties both in person and over the phone
- Administer a designated cash drawer and reconcile daily
- Post cash receipts accurately to proper accounts via a consolidated municipal accounting package and or State accounting systems and reconcile
- Collect payments for Excise Tax, Property Tax, ATV, Snowmobile and Boat Registrations and prepare written reports to the associated outside Agencies
- Sort and distribute daily incoming mail and distribute to appropriate Departments
- Maintain knowledge on Vital Records and assist City Clerk in their maintenance
- Maintain knowledge on Voter Registrations and assist City Clerk with their maintenance
- Maintain current knowledge of Federal, State and Municipal Election laws pursuant to MRSA Title 30-A and Title 21-A, as amended from time to time and assist the City Clerk with preparations and performance of all elections
- Maintain knowledge of State and Local licensing laws as required
- Ability to maintain, file and issue all vital records, deposition permits, hospital liens and licenses (hunting, fishing, dog, taxicab, liquor, special amusement, others)

- Cross train with the Clerk to record and prepare minutes of the City Council in the Clerk's absence
- Cross train and coordinate with the City Clerk for all job duties associated with the Clerk's position and to perform such duties in the Clerk's absence
- Cross train and coordinate with the General Assistance Administrator for all job duties associated with the GA Administrator's position and to perform such duties in the GA Administrator's absence
- Function as a team member of a multi-person Department under the direction of the City Clerk and perform all other duties as assigned by the Clerk from time to time

### ***Requirements of Work:***

#### **TOOLS AND EQUIPMENT USED**

Requires frequent use of City designated computer for data entry into a municipal accounting system, data processing, word processing and occasionally database and spreadsheet programs. Requires the frequent use of typewriter, calculator, telephone, copy machine, and fax machine.

### ***Physical Requirements of Work:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk or hear in communicating with supervisor, staff and general public in person and by phone. Employee lift and or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### ***Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The general environment is that of a professional office setting having continual flow of general public contact, moderate noise levels and the presence of multiple tasks taking place simultaneously.

### ***Training and Experience Required:***

Education and or combined experience should include a high school diploma with a preference for a two year college degree in a relevant field of office sciences, business administration or management and or three (3) plus years of progressive municipal office experience in the area of municipal clerks and/or General Assistance. A combination of education and experience towards the following:

- Considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic/mathematics and excellent vocabulary skills
- Considerable knowledge of modern office environments and practices, equipment and software

- Ability to rapidly acquire knowledge of administrative, operational and procedural practices of the City Office and its various Departments
- Ability to keep and maintain varied records, to assemble and organize data and to prepare reports
- Adaptability to varying work assignments, initiative to self-direct, resourcefulness to problem solve and maintain appropriate levels of confidentiality with public records as protected by varying laws
- Most importantly; Exceptional public relations skills exemplified by prompt and courteous customer service in person or by phone