

Town of Allenstown Job Description Municipal Agent/Clerk

Date: August 11th, 2015

General Position Description: This position is responsible for working with the public in person and by telephone on various transactions in support of the Municipal Agent Supervisor. This position is in charge of the processing of motor vehicle registrations and of the collection of fees for various services during the absence of the Municipal Agent Supervisor. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Hiring Authority: Select Board

Accountability: Municipal Agent Supervisor

Equipment Used: Computer hardware and software, telephone, typewriter, photocopier, fax, shredder, calculator, printer, paper punch, paper cutter, stapler, cash register, combination lock, and various office equipment necessary to do the job.

Environment: Inside: 98% Outside: 2%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Responsible for issuing, renewing and transfer of motor vehicle registrations in accordance with all State statutes and Department of Safety administrative rules.
- Responsible for issuing, renewing and transfer of boat registrations in accordance with all State statutes and Department of Safety administrative rules.
- Responsible for issuing hunting licenses in accordance with all State statutes and Fish & Game administrative rules.
- Responsible for issuing and renewing of OHRV registrations in accordance with all State statutes and Fish & Game administrative rules.
- Responsible for reconciliation of all daily receipts.
- Responsible for monthly reconciliation with the Town's Finance Department.
- Responsible for the deposit of all revenues collected on a daily basis.

Support: Supports the Municipal Agent Supervisor in the overseeing and functioning of the Municipal Agent function on a daily basis.

Financial Data: Daily reconciliation of cash register daily receipts, accounting software, post and tally receipts and miscellaneous transactions.

Computer Operation: Strong computer skills necessary to process registrations, Microsoft Office, Microsoft Outlook, all applicable Town and State Agency software, etc.

Other Functions: Perform research as needed for legal requests, other departments, agencies and the Town Administrator.

Other Considerations and Requirements:

- High level of spoken and written communication skills.

- Attention to organization, processing detail, and legal requirements.
- Ability to understand various laws such as they apply to motor vehicle, boat and OHRV registration in order for the smooth operation of the Municipal Agent function.
- Knowledge of check writing is required.
- Knowledge of making change is required.
- An extremely high level of accuracy is required for all duties of the position.
- Knowledge and usage of adding machines, calculators, etc., is required.

Cognitive and Sensory Requirements:

Vision: Corrected to 20-30, necessary to read instructions, documents, computer terminals, etc.

Hearing: Necessary for listening to instructions, customers, telephone, etc.

Speaking: Necessary for communicating with employees, residents, officials, and the general public.

Dexterity: Necessary for operating all office equipment, handwriting, computer keyboard operations, etc.

Mobility: Needed to walk around the Municipal Building to various departments, and other locales, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Push/pull: frequently required for file cabinets, archives, etc.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Sit: four plus hours per day.

Stand: four plus hours per day.

Walk: four plus hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Balancing: frequently required.

Hand Manipulation:

Grasping: constantly required.

Handling: constantly required.

Fingering: frequently required.

Controls and equipment: All office equipment, computer keyboard, computer mouse, and other computer hardware.

Work Surfaces: Office area includes workstation with desk, computers and cupboards. Table, filing cabinets, closet with shelves, bookshelf and bulletin boards. All surfaces are at various heights.

Other Training, Skills and Experience Requirements:

- Two (2) years office and/or secretarial experience.
- Computer knowledge, usage.
- Must be bondable.

- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- High school diploma or GED.
- Valid NH drivers license.
- Must be able to obtain appointment as a municipal agent by the Commissioner of Safety in accordance with the provisions of RSA 261:74-a and 261:74-b.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Variable schedule Monday 7:30am – 6:30pm. Tuesdays, Wednesday and Thursday 7:30am-5:30pm. Must attend meetings as required to fill in for Municipal Agent Supervisor such as the Budget Committee Meetings, Selectmen’s meetings, etc. Overtime as needed or required. Must be able to work early mornings or late evenings for meetings or late night openings to the public.

Date of Creation: August 11, 2015

Revised Date:

Created by: Shaun Mulholland, TA

Revised by: