

TOWN OF BETHEL

TOWN OFFICE

FULL-TIME DEPUTY CLERK/DEPUTY REGISTRAR OF VOTERS/OFFICE
CLERK/SEWER CLERK

The Town of Bethel is accepting applications for a full-time Deputy Clerk/Deputy Registrar of Voters/Office Clerk/Sewer Clerk. This is a responsible position with duties to include all aspects of a municipal office, including but not limited to issuance of certified copies of vital records, IFW registrations, dog licensing, collection of property taxes, sewer billing, and election duties as under the direct supervision of the Town Clerk. This position requires daily contact with the public and working with various other Town departments as required. A full job description is available at the Town Office. Some college level business courses, prior municipal experience a plus, and any equivalent combination of education and experience to accomplish duties of the position is preferred, but will train the right candidate.

The Town of Bethel is an Equal Opportunity Employer.

Application and resume must be received by mail, in person, or email by March 12, 2021. Town of Bethel, c/o Town Manager, PO Box 1660 Bethel Maine 04217; 19 Main Street, Bethel; tm@bethelmaine.org

Deputy Registrar of Voters/Deputy Town Clerk/ Office Clerk/ Sewer Clerk

GENERAL STATEMENT OF DUTIES

DEPUTY REGISTRAR OF VOTERS FUNCTIONS/ DEPUTY TOWN CLERK/ OFFICE CLERK/ SEWER CLERK

- Set up & Maintain voter registration (as needed or in absence of Town Clerk)
 - Deputy Registrar of Voters & absentee voting
 - Assists at Elections and Town Meeting
 - Assists in all aspects of the Registrar of Voter and Town Clerk functions as directed
 - Attend Selectmen's meetings and type minutes (in absence of Town Clerk)
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- Issues hunting & fishing licenses through MOSES and Hand Written
 - Issues snowmobile, ATV, and boat registrations through MOSES and Hand Written
 - Prepares hunting, fishing, snow machine, ATV, and boat monthly reports through Moses and Hand Written (this includes daily work)
 - Order, return, and maintain supplies from inland and fisheries (stickers, books, tags, etc.)
 - Contacts state to order and request fire departments ATV and boat
 - Online boat renewals (When Town Clerk is not in)
 - Contacts inland and Fisheries when a bounced check occurs for an inland and fisheries transaction
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- Issues motor vehicle registrations
 - Assist with municipal registrations
 - Prepares weekly motor vehicle reports (this includes daily work, counting inventory, and uploads to the state)
 - Order, return, and maintain supplies for motor vehicle (stickers, plates, forms, etc.)
 - Inputs stickers, plates, MVR 3's into computer inventory
 - Contact motor vehicle when a bounced check occurs for a motor vehicle transaction
 - Rapid Renewal (in absence of Town Clerk)

- Issues dog licenses, kennel licenses, and possibly attend dog clinics (once every three years)
 - Maintains and orders dog licensing supplies (tags, kennel licenses, report forms etc.)
 - Prepares and maintains dog and Kennel licenses (updates rabies vaccinations on licenses once received from the state)
 - Files and maintains dog licenses
 - Prepares Monthly dog report (includes daily work)
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- Issues birth, death and marriage certificates both through DAVE and manual Copies
 - Issues marriage licenses
 - Finishes and processes marriage licenses once marriage has occurred through DAVE
 - Maintains all vital records including but not limited to filing of burial permits, marriage intentions, and marriage licenses.
 - Orders all supplies from vital records (through website)
 - Inputs security paper and assigns security paper through Dave
 - Maintains supplies for intentions and abstract marriage, and Birth certificates.
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- Process on-line credit card payments (in absence of Town Clerk)
 - Receives & receipts monies for taxes, sewer payment, SSDC fees, building permits, plumbing permits, recreational programs, zoning fees, recreational tickets (York, Funtown, etc.), and many other miscellaneous fees.
 - Answer phone to include response to the public for general information
 - Assist with Lien Discharges for Taxes
 - Makes and posts holiday and closed signs for the office
 - Check reader count and order ink for all copiers and printers
 - Reconcile & balance daily cash, prepare bank deposits when requested
 - Word Processing for other departments as requested
 - Process and sort mail when requested
 - Notary public commission
 - Order, maintain, and put away all supplies for the office and other departments as needed and requested

ANY OTHER DUTIES AS MAY BE REQUIRED

Sewer Clerk

- Computes bills from Water District consumption reports
- Discounts outside meter readings from consumption reports
- Set up Accounts and/ or changes from deed transfers
- Confirms unusual readings with the water district
- Performs all aspects of maintaining a complete program of Sewer users, water usage, quarterly invoicing, commitment book, accounts receivables, rate changes, and other tasks necessary to keep balanced accounts.
- Makes copies of approximately 40 accounts to mail to tenants
- Stuffs, seals, combines all accounts with same address and puts postage on all bills
- Mails out notifications to all customers public hearings, rate changes etc. (currently over 600 accounts)
- Process 30 Day notices and sewer liens (every three quarters so timeline needs to be kept)
- Maintains and processes sewer liens (including mortgage holder research)
- Process sewer discharges
- Process sewer foreclosures
- Year End sewer report

Date: _____

TOWN OF BETHEL

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

THE TOWN OF BETHEL will provide equal opportunity to all persons without regard to age, race, religion, ancestry, color, sex, sexual orientation (including gender identity and expression) national origin, physical or mental disability, and any other status protected by law, in hiring, placement, promotion, salary determination, or other conditions of employment.

PERSONAL INFORMATION

Last Name _____ First _____ M.I. _____

Address _____ Apt. _____

City or Town _____ State _____ Zip _____

Phone No. (day) _____ (eve) _____ SS# _____

Are you under 18 years of age? Yes: _____ No: _____

Have you ever been employed with us? Yes: _____ No: _____ If yes, state year(s) of employment and positions held, and your name while employed, if different from your present name.

Year(s): _____ Position(s) _____ Name: _____

Year(s): _____ Position(s) _____ Name: _____

What position are you applying for? _____

Date available to start work. _____

Are you capable of performing the essential functions of the position for which you are applying with or without an accommodation? Yes: _____ No: _____ Identify any accommodation that would be required.

EMPLOYMENT HISTORY: Starting with PRESENT or MOST RECENT, list all previous employers. Please include self-employment, summer, and part-time jobs. In **addition** to completing the following information, a current résumé may be submitted with this application.

Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			
Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			
Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			
Employer	Dates Employed		Hourly rate/salary	
Address	From	To	Starting	Final
Telephone Number				
Job Title	Supervisor			
Describe work performed	Reason for leaving			

If currently employed, why do you desire to change your position? _____

May we contact your present employer? Yes: _____ No: _____

If yes, please provide name and phone number of contact. _____

SKILLS

SPECIAL SKILLS: Check the types of skills in which you have had training or experience:

<input type="checkbox"/> Personal Computer	<input type="checkbox"/> Data Entry Machine	<input type="checkbox"/> Calculator
<input type="checkbox"/> Word Processor	<input type="checkbox"/> Stenographic Machine	<input type="checkbox"/> Fax Machine
<input type="checkbox"/> Copy Machine	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> Typing

Which computer programs do you have training on or experience with?

<input type="checkbox"/> Microsoft Word, Version _____	<input type="checkbox"/> Windows, Version _____
<input type="checkbox"/> WordPerfect, Version _____	<input type="checkbox"/> Microsoft Exchange
<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Microsoft Power Point
<input type="checkbox"/> Microsoft Excel	Others: _____

Describe any other special skills, qualifications and training that may be helpful to us in considering your application:

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever been convicted of a felony? Yes: _____ No: _____ (Conviction will not automatically disqualify you from employment, but will be considered in relation to specific job requirements.)

If yes, please explain: _____

EDUCATION

School name and location	High School				Undergraduate College/Univ./Vocational				Graduate or Professional			
	1	2	3	4	1	2	3	4	1	2	3	4
Years Completed (please circle)												
Diploma/Degree												
Describe course of study and list major												

What encouraged you to apply for a position with the Town of Bethel?

Company reputation _____

Newspaper ad _____

Friend/relative _____

Employment Agency _____

Other _____

Company employee _____

In order to conduct an investigation of your past education and employment activities as well personal history that is job related, should we be made aware of any other name that you previously used? Yes: _____ No: _____

If yes, identify name(s) and relevant dates. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I voluntarily give the Town of Bethel the right to make a thorough investigation of my past education and employment activities, criminal conviction records, and medical or personal history that is job related. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies and corporations supplying such information.

I consent to taking any physical examination, medical or drug tests which may be required by the Town of Bethel, upon receiving a conditional offer of employment or in the future, in order to determine my ability to perform job duties. I agree to wear or use protective clothing or devices as required by the Town of Bethel and to comply with all safety rules.

I understand that if I accept employment at the Town of Bethel I can terminate employment at any time and can be terminated at any time, with or without cause, and that there is no contract, expressed or implied, for continued employment.

I certify that the above information and any information provided on my résumé is true and accurate to the best of my knowledge. I understand that if I misrepresent or deliberately leave out a fact in my application or résumé, I may be refused employment or, if I am employed, I may be terminated immediately.

Signature

Date