

## Town of Bethel

### Full-Time Deputy Town Clerk

The Town of Bethel is seeking applicants for a full-time Deputy Town Clerk. The Deputy Town Clerk performs a variety of transactions with a high degree of interaction with the public. This position performs a variety of routine and complex clerical, and administrative functions relating to the recording and retention of official Town records, assisting in elections, and other functions as requested by the Town Clerk. The Deputy Town Clerk serves as the Deputy Registrar of Voters, Officer Clerk, and Sewer Clerk.

We are seeking a person who has a strong work ethic, a team player, and who demonstrates excellent customer service skills.

This position reports to the Town Clerk. The work week is Monday through Friday 8:00 a.m. to 4:00 p.m. The Town offers a competitive wage and benefit package

#### **Essential knowledge, skills & abilities include:**

- Accurately record and maintain records
- Type with speed and accuracy and operate standard operating equipment
- Use independent judgment, problem solve and collaborate to accomplish tasks
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with co-workers, the public, and others
- Attend any required or recommended courses or training
- Excellent computer skills
- Excellent organizational skills to manage a demanding workload
- Excellent customer service skills

Must have and maintain a current valid driver's license.

#### **Qualified Candidates are invited to apply as follows:**

Complete an application (located on the Town of Bethel website) and send via e-mail to  
**betsy@hrmaineconsulting.com**

or via mail to:

Office of the Town Manager  
19 Main Street, P.O. Box 1660  
Bethel, ME 04217

We will accept applications until the position is filled. Review of applications will begin June 13, 2022

The Town of Bethel is committed to diversity in its workforce.

We are an Equal Employment Opportunity employer.

**TOWN OF BETHEL  
JOB DESCRIPTION  
DEPUTY TOWN CLERK**

|                       |   |                        |            |
|-----------------------|---|------------------------|------------|
| <b>Job Title:</b>     | Deputy Town Clerk                                   | <b>Classification:</b> | Non-Exempt |
| <b>Department:</b>    | Administration                                      | <b>Other:</b>          |            |
| <b>Reports To:</b>    | Town Clerk  | <b>Supervisory:</b>    | None       |
| <b>Position Type:</b> | Full-time Monday through Friday, 40 hours per week. |                        |            |

**GENERAL SUMMARY:** The Deputy Town Clerk performs a variety of transactions with a high degree of interaction with the public. This position performs a variety of routine and complex clerical, and administrative functions relating to the recording and retention of official Town records, assisting in elections, and other functions as requested by the Town Clerk. The Deputy Town Clerk serves as the Deputy Registrar of Voters, Officer Clerk, and Sewer Clerk.

**ESSENTIAL JOB FUNCTIONS:**

- Registers and collects excise tax of motor vehicles, ATVs, snowmobiles, and boats, and downloads boat renewals; assists with municipal owned registrations
- Downloads and processes documents from Rapid Renewals
- Issues various licenses, including marriage, dog, hunting, fishing, etc. and prepares required forms/reports
- Maintains all vital records
- Orders and maintains dog licensing supplies and prepares dog and kennel licenses
- Orders and maintains supplies from Inland Fisheries
- Elections
  - Registers voters and receives and processes absentee ballots
  - Sets up and maintains voter registration, as needed
  - Assists at elections and town meeting
- Receives and receipts monies for sewer payments, SSDC fees, building and plumbing permits, recreational programs, and zoning fees
- Performs bank reconciliations for the Finance Officer
- Assists with tax lien discharges
- Assists customers with general inquiries over the phone, via e-mail, and in person
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs other related work as required

**KNOWLEDGE/SKILLS**

- Knowledge and understanding of State statutes relating to the duties of a municipal clerk
- Knowledge of the Ordinances
- Working knowledge of the principles of modern public administration; records management techniques and legal requirements regarding recording, retention and disclosure of public records
- Excellent computer skills
- Excellent organizational skills to manage a demanding workload
- Excellent customer service skills

**ABILITY TO:**

- Accurately record and maintain records
- Type with speed and accuracy and operate standard operating equipment
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with co-workers, the public, and others
- Attend any required or recommended courses or training

**MINIMUM REQUIREMENTS**

**Experience and Education/Training:**

- High school diploma or equivalent
- Two (2) years' related experience or any equivalent combination of education and experience

**Licenses/Certifications:**

- Maintain valid Driver's License
- Notary

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

The work environment and physical demands described herein 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 limitations to perform the essential functions.

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers/scanners, filing cabinets, and fax machines.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel, talk, and hear. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to stand, walk, kneel, climb, or crouch. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice. The job description does not constitute an employment agreement between the employer and employee.***

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**Employee Signature:**

**Date:**

**TOWN OF BETHEL**  
**PO BOX 1660 BETHEL, ME 04217**  
**(207) 824-2669 \* FAX (207) 824-3355**

**APPLICATION FOR EMPLOYMENT**

POSITION APPLYING FOR: \_\_\_\_\_

*Instructions to Applicants:* (1) Type or ***print*** in ink. (2) Answer each question clearly and completely. (3) ALL statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: \_\_\_\_\_  
*(Please print)*

ADDRESS: \_\_\_\_\_

MAILING ADDRESS *(if different)*: \_\_\_\_\_

TELEPHONE #: (home) ( \_\_\_\_\_ ) (cell): ( \_\_\_\_\_ )

E-MAIL: \_\_\_\_\_

How did you hear about this opening?

Advertisement                  Friend/Relative                  Walk-in                  Other

Have you ever been employed by the Town of Bethel?          Yes                  No

If yes, give the Department and dates: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Give the name and relationship of any present Town Employee related to you: \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you employed now?                                  Yes                  No

May we contact your present employer?                  Yes                  No

**EDUCATION AND TRAINING**

Highest grade completed: \_\_\_\_\_ Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

| Colleges or Universities attended | No. years attended | Major Subjects | Degree/Certificate |
|-----------------------------------|--------------------|----------------|--------------------|
| _____                             | _____              | _____          | _____              |
| _____                             | _____              | _____          | _____              |
| _____                             | _____              | _____          | _____              |

Business, Trade or Correspondence Schools

\_\_\_\_\_

\_\_\_\_\_

Skills possessed: (i.e., computer, equipment operation, mechanical)

Special Licenses: (Check appropriate categories :)

ME Class #1 Driver's License #: \_\_\_\_\_ Class \_\_\_ License#: \_\_\_\_\_ Other: \_\_\_\_\_

List below, in order, the positions which you have held. Include any periods served in the Military. Show your present or most recent job first. Under "Description of Duties", list kind of work responsibilities, and the number of employees and kind of position supervised, if any. Use additional sheets if needed:

From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\*\*\*\*\*

From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\*\*\*\*\*

From: \_\_\_\_\_ To: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_ Phone#: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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The Town of Bethel is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, sex, marital status, age, religion, national or ethnic origin, physical or mental disability, veteran status, sexual orientation, gender identification, or any other protected class under federal and/or state law.

**Applicant's Certification and Agreement -PLEASE READ CAREFULLY.**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant: \_\_\_\_\_

Date signed: \_\_\_\_\_