

Town of Fryeburg
Assistant Bookkeeper / Office Clerk/ Health Officer
Job Description

Nature of Work: This is a varied clerical position serving as an Office Clerk, Health Officer and Assistant Bookkeeper. Employee of this class assists with front office work, processes payroll and accounts payable under the direction of the Bookkeeper. Performs other clerical work as needed by the Town Manager. Work is performed with independence in accordance with Town, State, and Federal laws, and subject to direction of supervisors in the respective divisions and reports to the Town Manager.

Duties and Responsibilities:

- Collects payments on taxes and other revenues.
- Assists the public with research and information requested.
- Prepares weekly payroll and accounts payable warrants.
- Serves as back-up for customer service working at the front counter.
- Processes new vehicle registrations and re-registrations; facilitates transfer of plates or issues new plates and stickers. Includes boats, motorcycles, trailers and ATV's.
- Issues various licenses such as hunting, fishing, and dog licenses, and maintains related records.
- May be assigned a special area of responsibility for report preparation and record-keeping.
- Performs related typing, clerical, and record keeping duties.
- Responsible for proving cash at the close of day and is back-up for preparing bank deposits.
- Prepares 30-day notices, tax liens, foreclosure notices and all discharges of same.
- Complies with Title 22, MRSA, §454-A as it relates to the Local Health Officer.
- Assists the Bookkeeper with all human resource responsibilities.

Knowledge, Abilities and Skills:

- Thorough knowledge of laws, guidelines, and pertinent regulations and the ability of applying the laws and regulations to departmental operations.
- Knowledge of state laws, rules and regulations pertaining to all duties performed.
- Knowledge and experience using Municipal Software including: Moses, DAVE, CVR, and Trio.
- Effective communication skills, especially verbal and listening.
- Skill in interviewing persons on a one-to-one basis.
- Knowledge of modern office practices and equipment, including computers, typewriter, faxes, copiers, printers.
- Ability to work independently with a minimum of supervision.
- Ability to organize and schedule work to meet deadlines.

- Ability to deal with the public in an effective, tactful and pleasant manner, and to establish effective working relationships with other employees and Town officials.
- Strong computer skills are required.

Education, Training and Experience Required:

- High School graduate and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Select Board approved: 12/3/2020