

## **Town of Tilton Job Descriptions:**

**Town Clerk Tax Collector, salaried**

**Deputy Town Clerk Tax Collector, hourly**

## **TOWN CLERK DUTIES**

### **JOB SUMMARY**

All Town Clerks are elected (City Clerks are appointed by City Council) and must live within the town in which they serve. The Town Clerk appoints the Deputy Town Clerk and the appointment is subject to approval of the Selectmen. The Deputy must also be a resident of the town and able to perform all the duties of the Town Clerk.

While most people are familiar with the fact that the Town Clerk is responsible for vehicle registration, there are other duties and functions that are not as well known. These responsibilities are many and varied and are governed by State of New Hampshire RSA's and Administrative Rules. They also require direct interaction with many of the Town's Departments, Boards, and Commissions.

As an elected official "Town Clerk" it is my responsibility to provide vital and public services to all in a fair and impartial manner and to carry out the mandates of the law. More specifically, the Town Clerk is the chief election official, is responsible for keeping all town records, certifying actions of the Selectmen and other town officials, making official reports, collecting fees, carrying out specific mandated laws and many other municipal related duties.

### **SUPERVISION RECEIVED**

Town Clerks are governed by the following State Agencies:

- NH Department of Safety (Motor Vehicle Division)
  - Bureau of Registration
  - Bureau of Title and Anti-Theft
  - Bureau of Financial Responsibility
- NH Department of Agriculture (Animal Industry Division)
- NH Secretary of State
  - Division of Vital Records Administration
  - Division of Archives and Records Management
  - Election Division
    - US Compliance with HAVA and ADA requirements
- NH Department of Environmental Services (Wetlands Bureau)
- NH Office of Information Technology
- NH Department of Revenue Administration

### **PRIMARY RESPONSIBILITIES/ DUTIES**

The following is a partial list of specific job duties that are performed on a regular basis (in no particular format of importance):

- Serve as Municipal Agent for the State – issue registrations, titles, plates and decals and corresponding reports for same. Accountable for all plates, decals, registrations, title applications as well as the official state validation stamps.
- Prepare and mail monthly vehicle registration notices for mail in renewals. Complete registration transaction when received.
- Download and complete registration and dog licensing transactions.
- Electronically transfer monies to the daily to the State.
- Balance and deposit State monies daily, state work also must be mailed out daily.

- \* Supervise Deputy Town Clerk – continue to provide training.
- \* Responds to inquiries from the general public along with continuous public relations.
- Balance, deposit and report town monies daily/monthly to the Treasurer and Financial Officer.

***PRIMARY RESPONSIBILITIES/ DUTIES CONTINUED***

- \* Record, file and collect fees regarding Articles of Agreement.
- \* Active in legislation changes and court cases that affects the Office of the Town Clerk and also testify when necessary.
- \* Review, process and record Petition and Pole Licenses and bill as needed.
- \* Complete searches of Federal Tax Liens.
- \* Receives service of writs of action against the town.
- \* Issue transfer station permits.
- \* Administrator Oath of Office to elected and appointed officials.
- \* Provides Justice of the Peace service to the Police Department for arrest warrants.
- \* Provides Notary Service for the public.
- \* Verify and document residency for new residents.
- \* Maintain Town Clerk Seal and Town Seal.
- Process Department of Environmental Services Wetlands Applications. Notify Conservation Commission as needed.
- Order supplies and monitor inventory for dog licensing, motor vehicle, vital records, and transfer station permits, DES Applications.
- Follow the required State Retention Schedule for all records.
- Pursues collection of returned checks.
- Prepare departmental budget & present to selectmen/budget committee.
- Accounts of the Town Clerk are audited on a regular schedule, determined by the state agency themselves also by the Town's Auditors yearly.
- Working with the Police Department as Justice of the Peace for warrants.

**Dog Licensing**

- \* Maintain dog database and process dog licenses.
- \* Prepare and mail reminder post cards to dog owners for licensing by April 30<sup>th</sup>.
- \* Prepare and mail reminders to new dog owners of the State requirement to license their dog(s).
- \* Reconcile with the State Animal Population Control Program yearly and submit payment due for dog licenses processed.
- \* Produce a yearly-unlicensed dog warrant for the Board of Selectmen signatures and then submit to the Police Department.
- \* Collect fees for and issue dog licenses as well as collect late fees and civil forfeiture fees for unlicensed dogs.

**Vital Records**

- Reconcile with the State Vital Records monthly and submit payment due to the State of NH for vital records processed.
- Issue marriage licenses.
- Record and provide certified copies of vital records (birth, death, divorce, marriage).
- Conduct Vital Record searches as requested either by mail or in person.
- Aids the public in performing genealogy searches.
- Maintain a database of all burial transit permits.
- By law any home birth has to be verified by the Clerk with an appointment with the Birth mother and child to complete the birth certificate.

## Elections

- ♣ Accept voter registrations forms requests and changes, verifying all information, make copies and submit to the Supervisors for approval.
- ♣ Serve as back up to update and maintain the Voter Registration System for the Supervisors of the Checklist as instructed.
- ♣ Mail and track all absentee ballots for submission to voting machine on Election Day.
- Responsible for all Political Calendar dates regarding Town, State and Federal Elections. These dates include and not limited to posting of checklist, publish notices in newspaper and throughout town, registration and filing deadlines for Town Offices, State Representatives, petition filings, warrant articles, etc.
- Responsible in the compliance in regards to the posting of all documentation for each Election.
- Receive and verify filings for State Representatives and Republication Conventions, mail to the Secretary of State daily.
- ♣ Verify all petitions submitted to the Clerk's office.
- ♣ Receive and verify all Declaration of Candidacy forms for the Town.
- ♣ Create Town Ballot and order printing ensuring that schedules are met. Notify the School and Fire Department of count and dates.
- ♣ Order any other supplies needed for the voting and equipment.
- ♣ Schedule and meet with Moderator and Assistant Moderator and others for testing of ballots and voting machine along with counting of actual ballots.
- ♣ Calculate and verify the results of the Election for the Moderator.
- Responsible for reporting State/General Elections, complying paperwork arranging for those results to be transported to results collection station for Secretary of State. Responsible for transmitting results for all elections to the media as requested.

## Town Records

- Custodian of all Town Records i.e., Town Ordinances, Meeting Minutes, Correspondence, Oaths of Office, perambulations, etc.
- Preservation of all Town Records ensuring that they do not deteriorate.
- Maintain listing of the terms of all Town Elected & Appointed Officials, Commissions, Committees and Boards.
- Responsible for recording and filing with the State the Town Meeting Minutes and certification of any action taken at meeting.
- Receive and record all original warrants for Town Meetings.
- Compile and prepare all town reports for binding as permanent records. Responsible for submitting annual reports and listing of Town Officials, Board Members, Commissions to State, County.
- Certify paperwork as requested from the Selectman's office with Town Seal.
- Compiling with State Record Retention guidelines.
- Maintain minutes of all Boards.
- Maintain a living record of all Town Meetings Minuets, Burial Permits and Deeds.
- Maintain walk in vault and three safes.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The State of New Hampshire provides many workshops during the course of the year in order to keep Town Clerks up-to-date with the ever-changing requirements of Local, State and Federal Agencies. Most are mandatory in order to maintain certification. Some are a result of new government programs. In addition to these workshops, the New Hampshire City and Town Clerk's Association provide clerks with annual training opportunities including but not limited to workshops, conferences and a three year certification program, networking opportunities as well as informational release through newsletters and minutes of association board meetings.

# TAX COLLECTOR DUTIES

## JOB SUMMARY

The position of Tax Collectors in the Town of Tilton is an elected position therefore must live in Tilton. The Tax Collector appoints the Deputy subject to approval of the Selectmen. The Deputy, by law, does not have to live in Town but a Deputy Town Clerk Tax Collector must.

The responsibilities are many and varied and are governed by State of New Hampshire RSA's and Administrative Rules. They also require direct interaction with the Board of Selectmen's Office.

I use the quote from Lyndon B. Johnson as my offices commitment to the Town of Tilton. *"I don't suppose we will ever get to the point where people are pleased to pay taxes, but we owe it to them to see that the collection is done as efficiently as possible, as courteously as possible, and always honestly."*

## SUPERVISION RECEIVED

Tax Collectors are governed by the following State Agencies:

- **NH Department of Revenue Administration**

## PRIMARY RESPONSIBILITIES/ DUTIES

The following is a partial list of specific job duties that are performed on a regular basis (in no particular format of importance):

- Work closely with tax payer answering questions, providing information.
- Process all payments as they are received.
- Balance cash and all accounts collected daily, depositing the same.
- Balance with the Town Treasurer and Financial Director monthly.
- Prepare year end report, MS61 and submit NH DRA.
- Prepare year end report for Town to be included in the Town Report along with MS61.
- Process and mail property tax bills, current use, yield tax, excavation, sewer liens, supplemental warrants and betterment's as instructed by the Board of Selectmen...
- Prepare and mail delinquent notices for property taxes, current use, yield tax, excavation, sewer liens, supplemental warrants and betterment's. Notice includes all prior year' liens.
- Coordinate and prepare all remaining unpaid accounts for impending lien notices to be mailed via certified mail. If the accounts are not paid by the due date, a tax lien is executed against the property, with a copy sent to the Registry of Deeds to be recorded. When the tax lien is paid in full, a redemption report is mailed to the Registry of Deeds so the lien can be released.
- Prepare deeding notices for tax lien accounts that are approaching the due date. These are sent via certified mail. The property is deeded to the Town for non-payment of tax liens; deeds sent to the Registry of Deeds for recording.
- Work closely with the Board of Selectmen, Town Administrator offices for instructions on how they would like my office to proceed.
- Hire a subcontractor to research owners of impending liens and mortgagees for notification of impending tax deed.
- Daily telephone calls from banks, mortgage companies, attorneys, real estate offices and the general public requesting tax information pay off figures and other information.
- Prepare paperwork on bankruptcies filing with the Court also keeping an accurate record of outstanding taxes due. Track bankruptcies adhering to all State Statues and Laws.

### **PRIMARY RESPONSIBILITIES/ DUTIES CONTINUED**

- Research old records for attorney's offices, property owners regarding property liens, etc.
- Accepts prepayments
- Refund over payments
- Maintain accurate records/files.
- Pursue collection of returned checks.
- Accounts of the Tax Collectors are audited on a regular schedule, determined by the state agency themselves also by the Town's Auditors yearly

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

The State of New Hampshire provides many workshops during the course of the year in order to keep Tax Collectors up-to-date with the ever-changing requirements of Local, State and Federal Agencies. Most are mandatory in order maintain certification. Some are a result of new government programs. In addition to these workshops, the New Hampshire Tax Collectors Association provide and collectors with annual training opportunities including but not limited to workshops, conferences and a three year certification program, networking opportunities as well as informational release through newsletters and minutes of association board meetings.

## **DEPUTY TOWN CLERK TAX COLLECTOR DUTIES OUTLINED**

Assists the Town Clerk Tax Collector within the statutory authority allowed.

Provide excellent customer services to all in a fair and impartial manner and to carry out the mandates of the law.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Town Clerk Tax Collector

### **ESSENTIAL DUTIES:**

- Must be capable of performing all duties of Town Clerk Tax Collector as previously describe.
- These duties include and not limited to:
  - Performs duties of Deputy Municipal Agent for the State of New Hampshire Motor Vehicle.
  - Performs duties and assists in all aspects in regards to: Election Processes, Dog Licensing, Cash Receiving, Vital Records, UCC's, Petition and Pole Licenses, Articles of Agreement, DES Applications, Voter Registration, etc.,.
  - Balance and deposit daily for both Tax Collector and Town Clerk offices.
  - Financial Record Keeping & Reporting for the Tax Collector and Town Clerk offices.
  - Adheres to all State Statues and Laws.
  - Performs all duties along with assisting Tax Collector in regards to: Receiving and Inputting of Tax Payments, Research, Barrington Notices, Liening & Deeding, follow the protocol of the Board of Selectmen in regards to and not limited to abatement's, warrants, etc.
  - Performs other related duties as required.