

Counter Clerk

Nature of Work

The counter clerk is responsible for assisting in the preparation and mailing of customer bills and the collection and receipt of incoming payments. He/she is responsible for the handling of cash, preparation of receipts and customer recordkeeping. This work involves significant public contact.

Essential Duties and Responsibilities:

- Receives and records cash and mail payments made by customers and provides a receipt and posts each payment.
- Maintains customer information records, updating records as needed for property transfers, etc.
- Answers incoming requests, answers the inquiry if possible, or directs the request to the appropriate person.
- Maintains a daily cash drawer, balances it on a daily basis, and prepares the daily bank deposit.
- Enters payment information and other data into the computer system.
- Assists other staff members with various clerical and administrative activities.
- Process and knowledge of Bureau of Motor Vehicle registrations
- Process Inland Fisheries & Wildlife “Moses” hunting and fishing licenses and boat, ATV, and snowmobile registrations.
- Process Town shellfish and dog licenses

Requirements of Position:

- Knowledge of modern office methods, practices and procedures.
- Knowledge of basic bookkeeping and accounting practices.
- Knowledge of business English and mathematics.
- Proficiency in the use of an adding machine, word processing and computer.

- Ability to accurately reconcile arithmetic computations and maintains accurate records.
- Ability to follow detailed work instructions, both written and oral.
- Ability to establish and maintain effect

- Ability to handle money accurately and balance receipts with cash and prepare a bank deposit.

- Ability to stay current with law changes that effect the Town and the customers

- To obtain a notary and perform duties as assigned

- To perform other duties as assigned

Required Training and Experience:

Graduation from a four-year high school or equivalent, supplemented by experience in work involving the maintenance and preparation of records or a combination of five (5) years experience and training, plus experience in the collection of various monies. Must complete Bureau of Motor Vehicles training that the State of Maine provides for BMV, Limited New Registrations and New Registrations. Will be asked to complete Truck/Permit Registrations as part of in house cross training

Supervisor

Reports to the Town Clerk and the Town Administrator