

**Town of Preston, CT
Job Description**

Job Title	Administrative Floater -Town Clerk, Tax Collector, Assessor and Finance Offices
Department	Selectperson's office
Category	Full-time
FSLA	Non-Exempt
Pay Grade	
Report to:	First Selectperson or Department Heads as designated
Supervises:	None

Position Summary/Purpose:

The purposes of the position are to support and provide backup to administrative positions in the following offices: Town Clerk, Tax Collector, Assessors Office Finance Offices. The work involves attention to details to maintain accurate records, answer customer inquiries and refer questions or issues to appropriate people. The position will be assigned to some primary departments and may be assigned to secondary department if time permits. The Administrative Floater-Town Clerk, Tax Collector, Assessor and Finance Offices is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Typical tasks include answering calls responding to mail or serving the public over the counter, making appointments; taking messages, entering data into appropriate data bases; receiving, recording and forwarding fees; assisting the public with accessing information on Town Computers, making copies of document and maps, scanning documents, filing; maintaining files in vaults and organizing materials for other staff.
- Typing letters, agendas, lists, gathering documents for meetings, developing spreadsheets as directed, assisting department with reports, ordering office supplies as needed and processing invoices
- The Administrative Floater may identify and suggest projects to the First Selectperson or relevant Department Heads based on observation of the workflow, volume of calls, pending filing, etc.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed and accidents are reported immediately.
- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends. The Town will support employees to attend various training for positions listed.

- Assist other department staff as needed to promote a team effort to serve the public.
- Has access to confidential information and must maintain confidentiality in all interactions.

Town Clerk Office

- Assist in the processing, indexing, and recording of land transactions, vital statistics, and official documents. Receive, index and record deeds, mortgages, liens, releases, and maps for land records. Verify fees, signatures, date received, and documents; stamp document and collect all fees for the Town and State.
- Issue, process and index birth, death, and marriage certificates; cremation, burial internment, and disinterment permits.
- Assist in issuing of licenses and permits, including canine and sporting licenses and liquor permits. Collect associated fees. Receive veteran's discharge papers for recording.
- Compile and file monthly meeting calendar. File all board and commission meeting minutes.
- Responsible for copying minutes of boards and commissions; maintain copies and secure them on file for public viewing.
- Assist with Election processes as directed.

Tax Collector Office

- Participate in the billing and collection of real estate, motor vehicles and personal property taxes by handling collections at office counter, on-line and through the mail, based on the Assessor's Grand List for each fiscal year.
- Receive, record and deposit money from tax payments; process, maintain and reconcile records of taxes received with bank deposits and computer records; make bank deposits and post on-line payments. Balance and post daily and weekly bank deposits.
- Assist with formatting and preparing tax bills for mailing.
- Receive and verify payments and bills agree, post payments.
- Calculate and collect interest and penalties on back-due bills.
- Coordinate with Motor Vehicle Department about changes of vehicle ownership and delinquent motor vehicle taxes.

Assessors' Office

- Accept applications for various local and State exemption and tax credit programs, including elderly, veterans, and disabled residents. Compute applications according to State formulas and report results to individuals and required agencies.
- Enter data to assist with the preparation of the annual Grand List, including assessment, names and addresses, geographic designations, and descriptions.
- Assist with entering assessments of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand List and working with the CAMA and GIS systems.
- Update the CAMA data base as part of assessment process.
- Accept applications for the Board of Appeals. Schedule appointments

Finance Office

- Process accounts payable; enter purchase orders, review invoices, audit all aspects of accounts payable, reconcile account and ensure it is coded to the correct account.
- Process accounts receivable by making copies of all checks, confirming cash and preparing bank deposit for review.

- Maintains records of receipts and payment for various grants.
- Prepare a variety of financial reports as directed on spreadsheets.
- Assist and process payroll by reviewing documents electronically from the Time Clock system that have been signed off by Supervisors or receive paper copy of time sheet and input into system. Assist reviewing report that is generated for verification by payroll and obtain appropriate approvals.
- Input PTO usage based on approved leave requests from supervisors and approved by the First Selectperson.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Degree or diploma with two years of business, accounts payable, payroll or municipal experience. Real estate or banking experience, paralegal experience, customer serve and computer experience desired; or any equivalent combination of education, training and work experience. Town Hall/Municipal experience preferred.

Special Requirements: Acquire Notary License within 6 months of appointment.

Knowledge, Ability and Skill:

- Good knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, databases, electronic mail and information technology to provide for effective records maintenance
- Have or obtain thorough knowledge of and the ability to interpret State laws and knowledge of practices and techniques and technology utilized in public records management
- Knowledge of computer systems and web sites and ability to use data processing applications as they relate to the functions of the various offices
- Ability to learn about all the different offices mentioned in essential functions
- Ability to read maps and use GIS programs helpful
- Ability to prioritize assignment to meet established deadlines and deal with diverse and varied details
- Ability to deal effectively with the public, attorneys, real estate agents, developers, contractors, vendors, elected officials and state and federal officials and other municipal staff
- Ability to handle details, arithmetic calculations, to prepare reports and work independently
- Excellent verbal and written communication skills, aptitude for working with paperwork and details
- Ability to be flexible with assignments and interested in diverse projects
- Skill in using the mentioned office equipment

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day from the general public via phone or in person, and sometimes to deal with citizens' issue and problems. May be required to work in a vault.

Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment and special equipment such as a map copier, postage machine and cash register.

Makes constant and periodic contact with municipal departments, state agencies, attorneys, title searches, real estate agents, contractors, developers, vendors, elected official and the general public. Communication is frequently in person, by telephone, fax, email, mail and in writing. Contacts require confident presence and calm demeanor.

May have access to confidential information such as birth certificates, death certificates, contracts and employee information. Needs to maintain confidentiality as directed.

Errors in judgment or omissions could result in delay in service or rework, monetary loss and legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling	X			
Bending, pulling, pushing			X	
Other-Moving from Sitting to Standing			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)