

# Counter Clerk/Deputy Town Clerk

## Job Description

### Town of Portage Lake

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#### Nature of Work

The Counter Clerk performs various clerical and secretarial work, including assisting the Town Clerk in cash receipting, record-keeping, and all election duties. This position is also the Deputy Treasurer and Deputy Tax Collector for purposes of handling money and receipting tax payments.

Responsibilities include receipting sales, ensuring all licenses, permits and registrations are prepared properly, recording various documents and vital statistics, and maintaining & filing various records. Work is performed with independence, but under the general supervision of the Town Clerk in accordance with State & federal laws, if applicable.

This position works closely with the public.

#### Essential Duties And Responsibilities

- \* Customer Service at receipt counter & answering phones
- \* Issues licenses, permits and registrations, including dog, hunting/fishing, RV and Motor Vehicles, along with certified copies of vital records
- \* Helps with all Local, State & Federal elections
- \* Performs related filing, clerical and record-keeping duties
- \* Accomplishes any other duties and responsibilities as assigned by the Clerk

#### Requirements of Work

- \* Knowledge of modern office practices & equipment, including credit card machine, Microsoft Office programs and proficiency with using the Internet
- \* Ability to organize work and set priorities
- \* Ability to establish and maintain effective working relationships with Town officials, employees and the general public
- \* Knowledge and understanding of the State statutes to the duties and responsibilities of the Town and City Clerks

#### Training & Experiences

- \* All necessary training for State Agencies provided by the Town and must be completed in a timely manner
- \* At least a High School diploma is a must
- \* Willingness and ability to learn new things at all times during the span of employment with the Town