

## Roles and Responsibilities

Town Clerk, Tax Collector, Deputy Treasurer, Registrar of Voters, Public Access Officer (FOAA), Deputy E911 Addressing Officer, Bureau of Motor Vehicles Agent, Inland Fisheries & Wildlife Agent, Excise Tax Collector, GA Officer, Notary: For the Town of Prospect

- All official Tax Collector duties such as but not limited to: Tax commitment, data reconciliation, liens, notices, collection of funds, documentation of tax accounts and histories, researches Registry of Deeds for accurate property history when necessary, foreclosure processes, maintaining appropriate timelines for all tax processes to occur.
- Balances and maintains all financial records and bank accounts.
- Reports quarterly to taxes to IRS and Maine Revenue Services.
- Reports quarterly unemployment contributions to MMA.
- Data entry and management of bills and payroll for warrants.
- Issues checks.
- Collects incoming mail and incoming funds.
- Compiles Tax Collector and Treasurer Reports for end of year.
- Finalizes Town Report
- Places advertisements of any Public Municipal Notices and Functions.
- Handles all Audit Correspondence.
- Handles most communications with Assessor.
- Handles all Legal Correspondence.
- Facilitator to the Selectmen.
- Opens Town Meeting and helps facilitate as needed.
- Keeps all records of public meetings.
- Registers Voters & Maintains voting information during and after elections. As well as any time management of voting activities.
- Supervises all election activities.
- As Public Access Officer: Receives and responds to Freedom of Access Act (FOAA) requests. Ensures that all hired staff are trained and knowledgeable in FOAA.
- Issues vital records (when necessary) with accordance to State of Maine law.
- Assists E911 Addressing Officer with assigning new address numbers to structures.
- Reports all vital record requests to Department of Health and Human Services.
- Reports all dog registrations to Inland Fisheries and Wildlife.
- Reports all ATV and boat registrations to Inland Fisheries and Wildlife.
- Reports all motor vehicle registrations to Bureau of Motor Vehicles.
- Reports all sales tax collected to Maine Revenue Service.
- Works on any organizational projects and document retention
- Researches information for Selectmen or Planning Board as requested.
- Maintains proper knowledge for all job duties.