

Roles and Responsibilities

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

- Receives incoming customers and phone calls.
- Responds to email requests.
- Assists customers with filling out paperwork.
- Issues motor vehicle registrations, titles, and sales tax.
- Issues ATV, boat, hunting, fishing, and dog registrations.
- Maintains dog license records.
- Issues vital requests such as marriages, death records, and birth certificates.
- Receives and records all incoming funds.
- Manages website and Social Media account.
- Works on any organizational projects and document retention.
- Transcribes Selectmen Meeting minutes.
- Does data entry and maintenance in tax software.
- Communicates with assessor on property turn-overs.
- Retains copies of newly recorded deed transactions.
- Updates Planning Board, Assessor, and Code Enforcement of any new builds.
- Helps Clerk with any research projects.
- Manages elections: Schedules ballot clerks, handles monthly correspondence with the Secretary of State Office, conducts absentee voting, takes inventory of supplies, prepares and reviews all nomination papers, reviews all incoming petitions and signs off on validity of residents signatures, prepares election materials, maintains equipment, data, and paperwork, preforms duties as Election Warden such as directing ballot clerks, signing off on new registered voters, taking care of election day materials, spoiled, defective, and voided ballots, handles any disputes or disruptions in the election area, handles ballot counting, tallies final ballot counts, reports information to the Registrar and public entities, data input of voter history, retention on all election paperwork.
- Maintains retention records and documents for destruction and storage for all Town documents.
- Assigns address numbers to new structures.
- Collects incoming mail and incoming funds.
- Formats, edits, collects data, and designs Town Reports.
- Completes weekly motor vehicle reports.
- Completes weekly cash ups and bank deposits.
- Responsible for filing.