**TOWN CLERK/COLLECTOR/RMO/REGISTRAR JOB DUTIES**

1. Taxes (mostly January-April)
2. Dog Licenses
3. Marriage Licenses
4. Register Births and Deaths that occur in town within 72 hours.
5. Make Certified copies of town records as requested.
6. Handicap parking tags-new and renewals
7. Records Management-filing records, shredding obsolete records, FOIL requests
8. Attending Town Board meetings and taking minutes-posting on website in 2 weeks
9. Legal Notices-send to newspaper when required, post on website & at town hall
10. Local Laws-file with the NYS Secretary of State.
11. Correspondence-receive and send any as requested by the Board
12. Oaths of Office-give form to all those that require it.
13. Sell Hunting/Fishing licenses on NYS program.
14. Prepare monthly abstract of bills. Send approved lists to Bookkeeper to prepare checks.
15. Since we have a games of chance law, there would be forms, reports, etc. if any organization wanted to hold an event. Annual report required.
16. Vacancies-report any elected office vacancy to Board of Elections
17. Do monthly reports for dog licenses, marriage licenses, DECALS and to Supervisor.
18. Do annual report of all monies received and disbursed.
19. Town Clerk Bank Deposits- 48 hrs. after reach $250.00.
20. Tax Collector Bank Deposits—24 hours after processed.
21. Hold reasonable office hours for the public.
22. Budget—make copies of budget, post legal notices, file copy with the County.
23. Type up any letters, such as for Equipment purchases, as required.