**Excise Tax Collector**

1. Attend required trainings with Bureau of Motor Vehicles to become certified as a Limited New Registration site
2. Handle all Limited New Vehicle registrations, including collection of excise tax, completion of registration forms, and distribution of registration materials
3. Maintain all BMV registration materials, as per BMV requirements, including filing bi-monthly registration cash reports with BMV
4. Attend required trainings with Dept. of Inland Fisheries and Wildlife specific to registration of snowmobiles, boats, and atvs.
5. Handle all Inland Fisheries and Wildlife registrations, including collection of excise tax on watercraft and boats, completion and distribution of registration materials, and filing monthly registration reports with Inland Fisheries
6. Receipt all monies, including excise tax payments, registration fees, and Inland Fisheries fees; forward all monies and receipts to Treasure once a month
7. File monthly Excise Tax report with Selectboard and Treasure
8. File report to be included in the Annual Town Report
9. Position reports to the Selectboard