

**TOWN OF EAST HADDAM
ASSISTANT TOWN CLERK**

Non-Exempt

Position Purpose:

The purpose of this position is to provide administrative, clerical and technical support and all related work as required to assist the Town Clerk in discharging the duties of the office. The Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction.

Supervision:

Supervision Scope: Performs a variety of technical, administrative and clerical responsibilities requiring knowledge of department record procedures and the exercise of judgement and initiative to accomplish competent service delivery; works independently and in combination with others and understands confidentiality issues.

Supervision Received: Works under the general direction of the Town Clerk and according to applicable provisions of the Connecticut General Statutes; follows professional standards, procedures and policies and state statutes where appropriate.

Supervision Given: None

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day by phone from the public, or employees or vendors at the counter and sometimes to deal with citizens' issues and problems.

Requires the operation of telephones, computers, copiers, facsimile machines, cash register, land record system, BAS system, standard office equipment and other automated systems.

Makes constant and periodic contact with other municipal departments and staff, boards and commission, state agencies, political candidates, other municipal clerks, state governmental officials, and the public; Communication is frequently in person, by telephone, fax, email, and in writing.

Errors in judgment or omissions could result in delays or loss of services, have legal and/or financial repercussions, and cause adverse relations for the department as well as the town.

Requires access to department-oriented confidential information such as restricted vital statistic records and information from executive session meetings.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs detailed work in the recording, processing and indexing of land records, vital statistics and other documents using automated systems.
- Receives in and calculates recording fees and conveyance taxes for deed transfers, land maps and trade name certificates.
- Receives fees for all licenses, maintains cash drawers, and reconciles cash daily.
- Acts as Assistant Registrar of Vital Statistics and observes strict confidentiality regarding certain records. Performs work in issuing birth and death certificates, marriage and civil union licenses, cremation, burial and disinterment permits and record, indexes and files vital statistical information.
- Performs work issuing licenses and permits such as canine and sports licenses and a variety of other individual forms such as voter registration cards and other permits as authorized.
- Records indexes and files maps, veterans' discharges, liquor permits and trade certificates; notify appropriate agencies through reports as needed.
- Performs a variety of voter administration functions including voter registration, absentee ballot administration and enrollment in political parties.
- Files public meeting minutes, votes, appointments and terms of office for elected officials and appointed board and commission members.
- Assists with required reports including those for the Secretary of State and other agencies.
- Responds to general inquiries from the staff, public and officials on a variety of issues including research and genealogy.
- Certifies notaries and serves as Notary for town officials and the public.
- Administers the oath of office to appointed and elected officials.
- Assists the public in person, via telephone or electronic medium.
- Provides technical information and assistance to attorneys, title searchers, genealogists and members of the public.
- Provides information concerning services offered by the town clerk's office, state and federal governments and the community
- Must acquire proficiency in departmental applications and a general knowledge of other interfacing departments' applications. Must have good working knowledge of Microsoft Office including Outlook, Word and Excel. Training will be provided, if necessary. Proficient use of the town phone system to include voicemail.
- Assumes Town Clerk duties and responsibilities in the absence of the Town Clerk.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development.
- Assists other department staff as needed to promote a team effort to service the public.

Minimum Required Qualifications:

Education, Training and Experience:

Recommended qualifications required would generally be acquired with a high school education, a minimum of three years' experience in records management and/or experience in municipal government; or any equivalent combination of education and work experience.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Some knowledge of land record regulations, statutes and procedures; knowledge of public meeting requirements for boards and commissions; thorough knowledge of office procedures, practices and terminology; working knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling, basic knowledge of bookkeeping techniques and financial record keeping; working knowledge of municipal budgeting; working knowledge of database management systems for data entry procedures; general knowledge of local government and its operations is helpful.

Ability: Ability to understand, follow and interpret regulations, state statutes and legal requirements, ability to understand the whole development process and explain it to others; ability to work independently and with others; ability to deal effectively with the public, title searchers, regional agencies, persons needing assistance, boards and commissions and staff; ability to prepare reports as assigned; ability to process large volumes of paperwork, ability to type with speed and accuracy and to develop and maintain records and files; ability to keep accurate and detailed records; ability to prioritize work assignments to meet established deadlines and ability to multitask; ability to be patient and courteous with customers; ability to utilize data processing applications as they relate to the functions of the office; ability to deal effectively and maintain working relationships with various groups; ability to follow written and oral instructions; ability to work as a team with others to accomplish a project; ability to administer policies and procedures and to be able to explain them.

Skills: Excellent customer service skills; strong verbal and written communication skills; aptitude for working with paperwork, numbers and details; strong record management skills; organizational and problem-solving skills; skill in using the above-mentioned office equipment and computer systems; bookkeeping and budgeting skills; skill in utilizing personal computers, word processing, database and spreadsheet applications; aptitude for working with and explaining policies and procedures to people; administrative and secretarial skills; skill associated with the dealing with people and maintaining effective working relationships with various groups; sensitivity to public communications; skill in providing a high level of accuracy.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			

Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Fumes from Copiers		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-moving from sitting position to counter				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)