

JOB OPENING
Assistant Town Clerk – 35 Hours/Wk
Pay Range \$21.74-\$23.97

Job Title:

Assistant Town Clerk and Assistant Registrar of Vital Statistics

Job Description:

This is a full-time position (35 hours/wk) appointed by the Town Clerk. As assistant to the Town Clerk and Registrar of Vital Statistics this person assists with all aspects of the business conducted in the office. The position requires general administration and execution of the functions of the Town Clerk and Registrar of Vital Statistics as imposed by the General Statutes of the State of Connecticut, Federal regulations, local ordinances, Connecticut State Library and Connecticut Town Clerks Association. Responsible for recording, indexing, and fee collection for all land records, maps, minutes, agendas, notices, elections, vital statistics, licensing, and other municipal records in accordance with office procedures and processing and archival retention. Helps manage office operations while performing various administrative and statutory duties.

Duties:

LEGAL DOCUMENTS: Receives and records legal and Real Estate documents; updates daybook, maintains computerized recording data base, scans documents, reviews, and proofs final Vault copy of records. Maintains Map Inventory and Recordation. Prepares recorded documents to be mailed to designated parties.

LICENSING: Issues Dog, Hunting, Fishing and other sporting documents, Marriage Licenses and Burial Permits and processes Cremation certificates. Trade Name recording, Notary Public recording and liquor control permitting. Maintains electronic database of Dog Licensing system and provides certified copies of Vital Records.

MEETINGS AND PROCEEDINGS: Assists the Town Clerk in recording and posting of Town Board, Commission, and Committee agendas and minutes. Maintaining of historical record of the same. Recordation of pertinent events in Town Proceedings Volume, elections results, board and commission member changes and appointments, and Annual indexing of the same. Recording secretary for Town Meetings in the absence of the Town Clerk.

REPORTING: Produces Monthly: State and Town Conveyance, State Vitals report, Land Record Indexing Verification, Historical Documents, Hunting & Fishing, Internal Dog Licensing; Quarterly: Marriage Licensing. Annually: Dog Licensing, Vitals Indexing, and Sextants Reports.

ELECTIONS: Elections Administration to include issuance and record keeping of Absentee ballots, Receives and approves new voter registration applications in the absence of the

Registrar of Voters. There are additional tasks outlined in the Elections calendar that is provided by the State of Connecticut.

CASH HANDLING: Receives payment by cash, check, and credit card for documentary copies, licenses, permits, and recording fees. Proves cash balances and prepares departmental deposits for forwarding to Finance Department.

HISTORICAL RECORDS: Maintains historical records in book volumes of Vital Statistics; provides oversight of documents to include their care and preservation. Provides initial assistance to Genealogy researchers.

CUSTOMER SERVICE: Provides a positive and supportive level of helpfulness and service to all users of the Clerk's Office who require assistance by mail, phone, email, fax, and in person.

Qualifications and Skills

Knowledge of office practices and procedures is necessary and knowledge of the form and use of deeds, mortgages, and other legal documents is helpful. Familiarity with town and municipal government operations helpful. Ability to read and understand and apply provisions of CT. laws, rules, and regulations. Ability to provide a positive customer service experience for all users of the Clerk's office.

Experience and Training

- High school graduate or the equivalent and two (2) years of experience in an office environment. Preferred experience in the other related municipal departments or any equivalent combination of experience and training which provide a demonstrated potential for performing the duties of the position.
- Must be a registered Notary Public in the State of Connecticut or willing to become one within six months.
- Accurate personal computer skills including programs within Office365. Solid knowledge of computer processing programs, integrated software and applications, image scanning, copier equipment and the Internet a must as well as the ability to type and proofread documents with a high degree of efficiency and accuracy.
- Mathematics and basic accounting skills are necessary.
- Use considerable judgement and discretion in handling correspondence and documents generally ensuring the efficient operation of the office. Daily personal contact with the public and other town departments.
- Must be willing to become certified within the first three (3) years of employment and to participate in continuing education

Work hours Monday-Wednesday, 8:45 a.m.-4 p.m., Thursday, 10 a.m.-6 p.m., and Friday, 8:45 to 2 p.m.

Please submit your resume and cover letter to Renee Waldron at townclerk@thompsonct.org.