

Town of Scotland, CT
Assistant Town Clerk
Job Description

Job Title: **Assistant Town Clerk**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date: 1-6-11

Job Desc. Last Review Date: 1-6-11

Job Desc. Approved By: **Scotland BOS** Date: January 6, 2011

This position is: **Elected** **Appointed** **Hired**

POSITION SUMMARY

This is an appointed position which provides varied administrative and technical support to the Town Clerk. In the absence or inability of the Town Clerk, the Assistant Town Clerk shall have all the powers and perform all the duties of the Town Clerk.

This position is responsible for administrative work in Town Hall including the preparation and maintenance of a variety of official municipal documents, issuance of various licenses and permits, and recording various documents and vital statistics.

The work involves extensive public contact in collecting various files and providing information and in issuance of licenses. Work is performed in accordance with the General Statutes of the State of Connecticut.

JOB DUTIES

1. Receive instruction and direction from the Town Clerk and work according to established office procedures and Connecticut Statutes pertaining to the office of Town Clerk.
2. Be familiar with and comply with all relevant Connecticut Statutes pertaining to the office of Town Clerk; perform all duties and exercise all powers incumbent upon or invested in Assistant Town Clerks by Connecticut state law.
3. Validate official documents; post official notices, ordinances, and advertisements; record papers with the federal, state and town governments as needed; swear in municipal officials as necessary.
4. Issue various licenses, certificates, and permits such as marriage, gaming, hunting, fishing and dog licenses. Use computerized systems to enter information and maintain all related records.
5. Record and maintain certification of Notary Public.
6. Serve as a notary public.
7. Record land records as received.

8. Maintain a public information service and, in response to reasonable requests, furnish information and material concerning Town government.
9. Account for all public monies, for example, permit fees, recording fees, conveyance taxes, etc. received by him/her
10. Assist in the administration of elections as per State Statute.
11. In the absence of or at the direction of the Town Clerk, attend Annual and Special Town Meetings, prepare the call, and record, file, and post minutes of the proceedings.
12. Maintain records and postings of Board of Selectmen, Commissions, and other Town meeting agendas and minutes.

In addition to the duties listed above, the Assistant Town Clerk is obligated to meet any responsibilities mandated by Connecticut General Statutes.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Under the direct supervision of the Town Clerk

QUALIFICATIONS

The following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. High school graduate supplemented by courses or experience in accounting, business education, clerical work, land use records work, and office procedures.
2. Certification as a Town Clerk may be required.
3. Notary public certification within six months.
4. Ability to relate positively and with courtesy when working with the public and act discretely in processing sensitive information.
5. Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks.
6. Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances, and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials and the public.
7. Ability to operate personal computer and basic software programs.
8. Ability to establish and maintain complex files and record systems.
9. Ability to compose clear and correct letters and reports.

10. Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.

TOOLS AND EQUIPMENT USED

Telephone system, computer, various software programs including automated record systems.

PHYSICAL DEMANDS

1. Must be able to perform the essential functions of the job with or without reasonable accommodations.
2. Hand-eye coordination is necessary to operate computers and various pieces of equipment.
3. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle feel or operate objects, tools, or controls, and reach with hands and arms.
4. The employee is occasionally required to stand, walk, or climb stairs. The employee must occasionally lift and/or move up to 30 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. General office environment.
2. Frequent interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.
3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

HOURS

Hours of work are set by the Town Clerk. Normal Town Hall business hours:

- Monday, Tuesday, Thursday: 9am-3pm and Wednesday 12pm-8pm.
Additional weekly hours may be requested by the Town Clerk or Selectmen.

COMPENSATION

1. This is an appointed position paid on an hourly basis.
2. The rate of pay is proposed by the Town Clerk and voted on as part of the town budget process. Any travel required is compensated at the prevailing IRS rate.
3. Breaks and lunch/dinner are paid time.
4. Benefits include holidays, vacation, sick and personal time as per the Town Personnel Manual.
5. If this employee works more than 40 hours in one week, the time worked beyond 40 hours is paid at a rate of 1.5 times the regular hourly rate.
6. Pay period is bi-weekly
7. There are no health or retirement benefits associated with this position.

The Town of Scotland is an equal opportunity employer.

Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.