

TOWN OF SOMERS

Position Description

Title: Assistant Town Clerk
Department: Town Clerk Office
Reports To: Town Clerk

Supervises: None
FLSA Status: full-time, non-exempt
Bargaining Unit: N/A

Position Summary: Coordinate and facilitate the recording and administration of land, vital statistics and election documents for the Town Clerk's office. Utilize all available technological systems to increase efficiency within the department, delivery of current and accurate information to the public and associated officials and commissions. Provide timely, accurate and high-quality service to all internal and external customers.

Major Job Duties:

Administrative/Customer Service: Store and retrieve documents, maps, records, and files for the administration of application and filing procedures. Receive, record, file, and index documents, register voters and record voter and election information, issue licenses and permits and routine clerical tasks. Support the timely delivery of appropriate and accurate information to the public, town staff and officials, selectmen and boards/commissions.

Technical: Receives direction from the Town Clerk to determine service priorities for delivery of information/records services to town departments and external customers. Utilizes proprietary computer software (e.g., Cott Resolution) to receive in and calculate recording fees and conveyance taxes for deed transfers, survey maps, trade name certificates and other recorded instruments. Administers various manual and automated indexing, recording and filing systems; seeks to apply available technology to increase efficiency and enable delivery of highest possible level of customer service.

Teamwork: Works cooperatively with department staff members in delivery of town information services to internal and external customers. Works cooperatively with other departments to maintain necessary town and regulatory records. Willingly provides support/coverage to other town departments as necessary during staff shortages and/or slow seasons in the Town Clerk's office. Serves cooperatively as a member of the town administrative staff; provides constructive input to this team's discussions and actively participates in group issue identification and resolution.

Qualifications:

- Associate's degree in business preferred with two years experience in office administrative work or closely related field or equivalent combination of education and practical experience.
- Ability to work with extreme accuracy in the recording of documentation for filing.
- Extremely accurate keyboarding and data entry skills.
- The capability to establish and maintain complex files and recordation systems and to process large quantities of paperwork with accuracy and efficiency.
- Certification as an Assistant Municipal Clerk and Federal Passport Agent or ability to obtain this certification within two years of hire date.
- Must be sworn to the duties of the office according to State Statutes.

Approved by:

Approved by:

Last Revision Date: 12/08

Town Clerk/on file

HR/on file

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Date:

Date:

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Physical Requirements:

This position is primarily situated in an office environment, with walking to intermittent visits to other department locations. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour, including working with a computer and a telephone;
- Stand and walk to store and access records and files in the course of providing administrative support to the department within the office environment.
- Intermittently lift 25 pounds of supplies.
- Stand, lift, reach and bend to store and access records and files in the course of maintaining files and providing service to customers and support to the department within the office environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

Approved by:

Town Clerk/on file

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