



# Branford Job Announcement

**Posting Date:** Monday March 13, 2022

**Closing Date:** Until Filled

We are currently seeking an individual who wants to join the Town of Branford's workforce! Please visit our website at <https://www.branford-ct.gov/departments/human-resources> to view job requirements and responsibilities, as well as our official Town Employment Application.

The Town offers a wide variety of benefits including: medical and dental insurances, group term life insurance, CMERS pension, paid vacation, paid sick leave, paid holidays & more!

**Email your resume, cover letter, and town application to:** [CAREERS@BRANFORD-CT.GOV](mailto:CAREERS@BRANFORD-CT.GOV)

**Job:** Assistant Town Clerk

**Employment Type:** Full Time

**Department:** Town Clerk

**Status:** Non-Exempt

**Location:** 1019 Main Street, Town Hall

**Hours:** 35/week

**Union/Affiliation:** UPSEU

**Pay Scale:** \$25.24 - \$28.05/hour

## **Job Summary:**

Perform administrative and technical work in a variety of capacities including: Maintenance of all recorded deeds as prescribed by CGS and in compliance with state historical records preservation requirements;

Assist in elections functions in accordance with the Elections Divisions and all pertinent election laws as dictated by the State;

Assist public in accessing records and obtaining information;

## **Essential Functions and Responsibilities:**

- Scan and maintain all recorded deeds; responsible for indexing and filing maps and surveys, including preparing for digitization;
- Assist Town Clerk with election related functions including preparation, issuance, reporting and follow up for absentee ballots in all elections, primaries and referendums;
- Receive and distribute daily correspondence and mail;
- Maintain calendar of meetings, special meetings and cancellations; scan and file all agendas, minutes, and reports for Boards and Commissions;
- Maintain list of appointments;
- Recording and filing of liquor permits, trade names, tax liens, sewer assessments and water assessments.
- Excellent customer service delivery.
- Daily use of multiple computer data operating systems, as required by various functions
- Respond to voter and election questions;

For questions: (203) 315-0628 or (203) 315-0629



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- Record and index documents (deeds) on the land records and instruct public on use of land records; prepare certified copies of documents and affix seal; record and issue veteran discharge papers (DD214s).
- Certify notaries, administer oaths and receive, direct and handle general requests from correspondence, over the telephone and in person.
- Issue burial, cremation and disinterment permits. Issue certified copies of death, birth, marriage and civil union certificates.
- Issue sport and dog licenses; Cash out, deposits and reports for the day; Assist, as needed, in preparation of monthly and yearly reports.

## Required Qualifications:

### Education, Training and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and exceptional reading and comprehension skills.

Requires outstanding communication and organizational skills. Several years of experience in customer service and/or office work, or any equivalent combination of related education and experience (Bachelor's degree and one plus years work experience preferred)

### Special Requirements:

A valid CT driver's license. Must be willing to attend classes to become a Certified Connecticut Town Clerk, and willing to take additional classes, attend seminars and conferences, as deemed necessary. Approved courses, seminars etc. paid for by the Town of Branford.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. The files of all qualified candidates will be maintained for a minimum of six months from the announcement date. All candidates must successfully pass a post-offer medical examination, which includes a substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.*

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