



## Town of Branford Job Description: Assistant Town Clerk

Location / Department	Town Hall / Town Clerk/ 1019 Main Street
Reports To:	Town Clerk
Position Status:	Full-Time, Hourly, Non-Exempt
Weekly Hours:	35
Salary Classification:	II
Affiliation:	UPSEU – Town Hall

### **Position Summary/Purpose**

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**

*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*

- 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 in a people-centric environment.
- Daily use of multiple computer software platforms, as required by various functions.

### **Other Functions**

- Register voters and field voter and election inquiries.
- 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 dog licenses and shellfish permits; Cash out, deposits and reports for the day; Assist, as needed, in preparation of monthly and yearly reports.

- Assists the Town Clerk with special projects

**Supervision:**

*Supervision Scope:* Performs varied and responsible clerical duties requiring the knowledge of implementing applications documents, and copies. Exercise good judgment and initiative in effectively and efficiently following State Statutes, department policies and practices.

*Supervision Received:* Works under the general direction of the Town Clerk or his/her designee.

*Supervision Given:* None.

**Minimum 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, organizational, and people skills. Five (5) years of experience in customer service and/or office work, or any equivalent combination of related education and experience.

**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.

**Knowledge, Ability and Skill:**

*Knowledge:* Excellent knowledge of computers and electronic records processing, which may include, but not limited to COTT Systems Resolutions3, Marriage Marshal, DEP and State Voter Systems, electronic vital records platforms, in addition to Microsoft Word and Excel. Thorough knowledge of Microsoft office, Outlook; and modern office practices and procedures. A working knowledge of laws and regulations and a strong working knowledge of town demographics are a plus.

*Ability:* Requires ability to interface with professionals; understand Municipal Charter and Code, Connecticut General Statutes and other compliance related material; ability to perform cashier duties. Must have ability to use internet search engines and e-mail; ability to handle stressful situations; ability to multi-task effectively; ability to work under pressure in a fast-paced work environment with people from various sectors.

*Skill:* Accounting and bookkeeping experience to perform daily balancing of revenues; accurately, skill in operation of listed tools and equipment and excellent verbal and written communication skills; strong customer service skills.

**Tools and Equipment used**

Personal computer; copy machine; scanner; postage machine; fax machine; calculator.

**Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone or in-person.

Requires the operation of telephones, personal computers, scanners, label printers, copiers, fax machines, and other standard office equipment.

Makes frequent and periodic contact with property owners, public, Town staff and Town officials. Communication is frequently in-person, by telephone, email and in writing. Work requires a high level of professionalism and high level of patience in dealing with and explaining regulations to the public.

Errors in judgment or omissions could result in delay of services, monetary loss, and legal ramifications.

**Selection Guidelines:**

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

**Physical and Mental Requirements:**

<b>Work Environment</b>	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			

<b>Physical Activity</b>	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X	X	
Walking		X	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-Driving	X			
Other-				

<b>Lifting Requirements</b>	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			

<b>Noise Levels</b>	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.)*