

TOWN OF STONINGTON
POSITION VACANCY – AVAILABLE APRIL 15, 2024
ASSISTANT TOWN CLERK
Full-time, non-exempt union position, 35 hrs/week
Starting Salary: \$27.46/hr., w/benefits

Under the supervision of the Town Clerk, this position involves interpreting and indexing land records, utilizing computer system, assisting the public to record documents, acquire miscellaneous certificates, licenses and permits, and obtain related information. Work also entails assisting with the registration of voters and election administration, and serving as Acting Town Clerk when so designated. Work requires the exercise of independent judgment and initiative based on general knowledge of the laws and regulations pertaining to the Town Clerk, and Town administrative policies and procedures. Work is reviewed by the Town Clerk for achievement of desired results and adherence to policies and objectives.

Graduation from high school, including or supplemented by courses in business and data processing plus four years' experience in general office work including work with land records; or an Associate's degree in business administration or related field and two years of general office and land records experience;

A criminal record check and valid Motor Vehicle Operator's License are required. The Town of Stonington conducts a urinalysis drug test as part of the hiring process. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.

APPLICATION PROCESS:

Please go to the Town of Stonington web site to review the complete job description:

<https://www.stonington-ct.gov/administrative-services/pages/employment-opportunities>

A letter of interest AND resume with Employment Application MUST be submitted in one the of 3 ways listed below:

MAILED OR HAND DELIVERED to Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT

PUT IN THE DROP BOX AT THE TOP OF THE STAIRS AT STONINGTON TOWN HALL

EMAILED to Jobs@stonington-ct.gov – with a PDF attachment and the subject line should read "Assistant Town Clerk"

All resumes must be submitted no later than 3:30 pm on Friday April 26, 2024.