

**TOWN OF STONINGTON
JOB DESCRIPTION**

ASSISTANT TOWN CLERK

NATURE OF WORK

This is responsible and varied administrative work of moderate complexity. Work 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.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Plans work according to established office procedures. Works with public in person or by telephone. Provides information concerning services offered by the Town and community. Types reports, correspondence, and memoranda from statistical information or from rough copy.

Records, interprets and processes land record documents in daybook, land records computer and land records indices. Receives and calculates State and local recording fees and conveyance taxes on deed transfers, land maps, and trade name certificates. Processes sales ratio forms and transmits to Assessor and State agencies.

Maintains cash drawer and reconciles cash on a daily basis. Prepares daily bank deposits. Prepares monthly reports of fees collected for Town and State.

Prepares correspondence in response to land records and vital statistics inquiries. Provides technical information and assistance to title searchers, attorneys, genealogists and members of the public.

As Assistant Registrar of Vital Statistics, issues and processes marriage licenses. Files and indexes births, deaths, and marriages.

Issues and receives fees for dog, hunting and fishing licenses, and pheasant and duck stamps. Distributes guidebooks and state applications for deer and turkey hunting.

Receives and files land surveys and subdivision maps. Copies land records, vital statistics and other documents. Files veterans' discharge papers.

Administers and records oath of Board and Commission members, Notaries.

Receives and files liquor permits. Receives and files trade name certificates.

Registers voters. Assists in distribution of absentee ballot forms and other details for primaries, general and special elections, and referenda.

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Maintains files of Agendas and Annual Meeting Schedules. Prepares Town Calendar in conjunction with Town Clerk.

OTHER JOB FUNCTIONS

Performs related work as required.

REQUIREMENTS OF WORK

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; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

Considerable knowledge of business English.

Knowledge of computers and data processing.

Knowledge of modern office practices and procedures.

Knowledge of the special laws and regulations pertaining to assigned work, and demonstrated interest in learning more.

Skill in utilizing a computer terminal or personal computer.

Skill in following oral and written instructions.

Ability to organize and express thoughts and ideas through written and oral communications;

Ability to work with extreme accuracy in recording information.

Ability to perform arithmetic calculations quickly and accurately.

Ability to establish and maintain effective working relationships with the public, Town officials, other departments and agencies, and office staff.

NECESSARY SPECIAL REQUIREMENTS

None stated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, walk and hear. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties, as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. An ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.