

Town of Canton

TITLE: Assistant Town Clerk
DEPARTMENT: Town Clerk

CLASS: Union
DATE: August 31, 2011

POSITION DESCRIPTION

The Assistant Town Clerk performs office administrative and clerical work in land records and vital statistics; issues licenses and permits; assists in the administration of elections; provides information to the public requiring knowledge of programs and procedures, and assumes responsibilities of the office in the absence of the Town Clerk.

SUPERVISION RECEIVED

This position works under the general direction of the Town Clerk and confers with the Town Clerk on policies and procedures as necessary; performs daily work independently and establishes priorities of tasks within general work assignment.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of the Town Hall as may be assigned by the Town Clerk.

- Receives records and scans land record information into computerized general indices.
- Receives and processes documents related to Freedom of Information.
- Receives and calculates recording fees and conveyance taxes for deed transfers, land maps and trade name certificates.
- Receives veterans discharge papers for recording.
- Receives and files liquor licenses.
- Receives fees and distributes sport licenses.
- Receives fees and distributes dog licenses. Maintains inventory of license tags/supplies and prepares license lists for the Animal Control Officer and Police Department, as needed.
- Receives, records and indexes vital statistics information.
- Files monthly statistics reports with Connecticut Public Health Department and sends vital statistical information on non-Canton residents to resident towns.
- Issues marriage licenses.
- Receives, records and reconciles revenues as required.
- Receives fees and distributes Transfer Station permits and tokens.
- Assists Town Clerk in conduct of regular and special local, state and federal elections.
- Performs all statutory duties. Acts as Assistant Registrar of Vital Statistics and observes strict confidentiality with regard to certain records.
- Works with the public in person or by telephone. Provides technical information and assistance to title searchers, attorneys and members of the public.
- Provides information concerning services offered by the office, Town government, and by the community.
- Prepares correspondence in response to routine inquiries.
- Researches genealogical information as needed.

- Performs backup or relief tasks in all functional areas of department as necessary.
- Performs general office clerical tasks and other related duties as directed.
- Operates standard office equipment such as a cash register, computer, copy machine, calculator, etc.
- Will cross train and be required to back up the Office of the Tax Collector and Office of the Assessor by assisting customers with inquiries and taking payments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to use word processing programs, emails and the internet.
- Capability to follow established procedures and priorities, meet deadlines and maintain quality of work in a multi-tasking environment.
- Ability to communicate effectively, both orally and in writing.
- Ability to present technical information in a clear, concise manner to non-technically oriented persons.
- Ability to interpret and follow the requirements of the Freedom of Information Act.
- Considerable knowledge of modern office practices and procedures.
- Ability to apply commonsense understanding to carry out instructions furnished in written or oral form.
- Ability to solve recording and filing difficulties in a practical manner.
- Ability to acquire a working knowledge of laws and regulations pertaining to elections, land transfers, and vital statistics and to assist the public in understanding related policies.
- Must be proficient in Microsoft Outlook, Excel and Microsoft Word.
- Knowledge of COTT Systems and QScend websites desirable.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/her own transportation.

- Requires the ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to lift up to 35 pounds necessary to move office files or equipment for presentation at public meetings.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.

- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/assignments given to self and others over long periods of time.
- Ability to talk and hear, both in person and by telephone.

MINIMUM QUALIFICATIONS REQUIRED

- High school diploma and five years of increasingly responsible experience in general office administrative work; OR,
- Associate Degree in Business Administration or a related field and three years of increasingly responsible experience in general office administrative work; OR,
- Any equivalent combination of education and experience

LICENSE OR CERTIFICATE

- Certification as a Municipal Clerk at time of hire desirable or must have the ability to obtain certification within three (3) years.
- Notary Public certification or the ability to obtain certification within one (1) year.
- A Connecticut Motor Vehicle Operator’s license is required.

I understand that nothing in this position description restricts the town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this documents and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date