



## POSITION AVAILABLE

### **Town Clerk's Office – Assistant Town Clerk** **Town of Colchester**

Responsibilities – The Town of Colchester is seeking a full-time Assistant Town Clerk for the Town Clerk's Office. This position is responsible for performing a variety of duties including, filing and storage of pertinent town records, assisting in the administration of the town election process, maintaining accounting records of cash received, expenditures, and accounting balances, issuing permits, administer oaths, and various administrative duties. Qualification include High School diploma or equivalent, experience in general clerical work with municipal experience preferred. Strong customer service and computer skills, excellent written and oral communication, understanding of procedures and requirements of the Freedom of Information Act or ability to learn, knowledge of land record documents and ability to interpret Connecticut State Statutes. Connecticut Town Clerk's Certification preferred.

Closing Date – Qualified individuals should submit Town of Colchester Application form, cover letter, resume and references to the Office of the First Selectman, 127 Norwich Ave, Colchester, CT 06415, and received prior to 4:00 p.m. on Wednesday, November 13, 2019. Employment application and job description are available at <https://www.colchesterct.gov/human-resources/pages/employment-opportunities> . Wage rate \$23.78 per hour/\$27.12 per hour if certified per Bargaining Contract.

The Town of Colchester is an Equal Opportunity Employer.

Posted 23 October 2019



## Town of Colchester Job Description

### Town Clerk's Office Assistant Town Clerk (Non-Certified)

#### **GENERAL STATEMENT OF DUTIES**

Responsible for organization, filing and storage of pertinent town records assuring efficient retrieval. Assist in the administration of the town election process. Maintain accounting records of cash received, expenditures, and accounting balances. Attend meetings and events as representative of the Town Clerk as requested. Take town meeting minutes when required. Issue licenses, permits, administer oaths, clerical and administrative duties. Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

#### **WORK SCHEDULE**

Full-time: Monday-Friday, 8:30 a.m.– 4:30 p.m. with a one-hour lunch (35 hours/week); may also be responsible for covering late office hours.

#### **SUPERVISOR**

Work under the direct supervision of the Town Clerk and administrative supervision of the First Selectman.

#### **SUPERVISION EXERCISED**

Supervise other employees within the office in the absence of the Town Clerk.

#### **ESSENTIAL DUTIES**

- Represent the department in a professional courteous manner.
- Provide extensive public assistance, i.e. phone, routine inquiries, written correspondence, and person-to-person.
- Organize, file and store pertinent information assuring efficient retrieval. Information includes land records, certain taxes, vital statistics, election records, burial records, military discharges, electors, and town government activities.
- Issue municipal licenses including business, sports, vitals and other various regulatory licenses as assigned and administer oaths.
- Maintain department website including meeting any statutory requirements relating to boards and commissions.
- Provide public records and information to citizens, civic groups, the media and other agencies as requested.
- Maintain records of cash received, expenditures and account balances. Assists in department deposits to Tax Collector.
- Coordinate workflow in accordance with state statutes.
- Observe strict confidentiality in maintaining restricted files and records.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1) Must have:

- Knowledge of office management practices and procedures.
- Strong interpersonal skills and ability to work well with the public.
- Excellent written and oral communication skills.
- Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Strong communication and customer service skills.

2) Must be able to:

- Communicate and work effectively with diverse groups, the public and individuals.
- Exhibit a professional manner with other employees and the public.
- Work independently.
- Maintain accurate records.
- Lift and/or move up to 45 pounds.
- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

### ***EDUCATION AND EXPERIENCE***

- High School diploma or equivalent.
- Two years experience in general clerical work with municipal experience preferred; or an equivalent combination of education and experience.

### ***WORK ENVIRONMENT***

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies. The noise level in the work environment is usually moderate.

*This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.  
Full or part-time; union; hourly; non-exempt*