

Assistant Town Clerk

Definition

Administrative and skilled clerical work including receiving payments and processing financial records, assisting the Town Clerk in the duties of the office and replacing the Town Clerk in her absence. Job requires a thorough knowledge of the operations of the office and the VRIS system for the State voter system.

Supervision

Works independently under general supervision of the Town Clerk.

Performs a variety of responsible functions in accordance with state laws and town bylaws, requiring the exercise of judgment and discretion in the interpretation of regulations and procedures. Refers questionable cases to the Town Clerk.

Job Environment

Work is performed under typical office conditions, with constant interruption from the general public.

Operates computer and standard office equipment such as typewriter, calculator, copier, facsimile machine, and telephone.

Makes regular contacts with the general public, local businesses and other Town departments requiring excellent customer service skills. Communication is made by personal discussion or by telephone.

Errors can result in delay and/or confusion.

Essential Function

Assists the Town Clerk in the administration and operation of departmental activities, maintains vital statistics, recording births, marriages and deaths; issues certified copies of statistics as requested, files committee and board decisions.

Assists in the issuance of a variety of State and Town licenses, permits and certificates.

Performs data entry work, types variety of letters, memos, reports and other documents; assists in filing of all posting and filing of all public meetings.

Assists in processing dog licenses (no longer handled by the county), all Town records and other documents maintained by the Clerk's office in compliance with State statute and Town bylaws.

Assists in the planning for the elections, testing voting machines, preparing voter lists, preparing ballot boxes, preparing tally forms, checking supplies and checking election to do lists. -Absentee voters: application, list, mail, receive, lock up for election. Tally

Recommended Minimum Qualifications

Education and Experience

High School education, two years of related work experience in a municipal environment including experience in working with the public, or any equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge: Knowledge of office procedures. Ability to deal with the public in a courteous and tactful manner. Basic computer knowledge especially in the Munis system. Should be familiar with the general laws regarding real estate and motor excise taxes.

Ability: Ability to understand and follow instructions and to work independently in processing of taxes.

Skill : Skill in operating the computer and related tax processing is required.

Physical Requirements

Ability to operate the computer keyboard at efficient speed and sit at the computer for long period of time.