**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Town Clerk’s Office*

## *Deputy Town Clerk*

##

## GENERAL STATEMENT OF DUTIES:

The Deputy Town Clerk shares responsibilities with the Town Clerk for the clerical, technical and administrative work involved in the operation of the Town Clerk’s Office. The duties and responsibilities of the Town Clerk’s Office are governed by State Statute, Town Charter, and the Board of Selectmen.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Assist in overseeing and preforming duties with elections and ensures compliance with election standards under the Voting Rights Act.
* Prepare paperwork and materials and checks accuracy.
* Prepare legal notices, including proposed and adopted ordinances.
* Issue, receive, record and process absentee ballots.
* Issue copies of previous election results.
* Check petitions for referendum or nominating petitions as received.
* Receive financial statements for local elections.
* Complete forms for the media, moderator returns and absentee ballot report for Secretary of State.
* Type all election results in Town Proceedings.
* Assist in smooth operation of the Town Clerk’s Office.
* Register and maintain original birth, marriage, civil union, death, and fetal death records
* Issue certified copies of vital statistic records
* Record, index, and preserve municipal land records and survey maps
* Record documents related to real estate transactions
* Collection of conveyance taxes
* Issue, receive, record, and process absentee ballots.
* Post notices of meetings and files minutes and agendas received from various boards and commissions, as required by the Freedom of Information Act
* Maintain official records of charters, ordinances, oaths, appointments, petitions
* Record trade names and military discharges
* Issue certificates of authority to notary publics
* Maintain official copies of town budgets, audits, and annual reports
* Administer the oath of office to local elected and appointed officials
* Index and verify vital records and submit them to Office of Vital Statistics. Provide certified copies to various towns when required.
* Conduct of assist with genealogical research for members of certified genealogical societies
* Issue permits and licenses, including state marriage licenses, liquor permits, sportsman’s licenses, and dog licenses, among others
* Serve as the accepting agent for civil actions brought against the Town of Seymour and is responsible for processing claims and submitting them to the Town counsel, Selectmen, insurance carrier, and the department involved.
* Assume full responsibilities of the Town Clerk in his or her absence

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* The Town Clerk’s Office is governed by the Secretary of State’s Office in the State of Connecticut.
* Works under direct supervision of the Town Clerk of the Town Of Seymour.
* Works under the general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* Shares in the supervision of the Town Clerk Aide

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks.
* Considerable knowledge of records management and office procedures and practices.
* Considerable knowledge of standard office equipment, including document scanner, photocopy machine, personal computer, etc.
* Thorough knowledge of municipal land records and local, state, and national election practices and procedures.
* Ability to relate positively and with courtesy when working with the public and act discretely in processing sensitive information.
* Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances, and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials and the public.
* Ability to use basic software programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
* Ability to use job specific computer software in the Town Clerk’s office, specifically programs from Affiliated Computer Services (ACS)*.*
* Ability to establish and maintain complex files and record systems.
* Ability to compose clear and correct letters and reports.
* Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.
* Considerable knowledge of business English, grammar, punctuation, and arithmetic.
* Attendance at evening & offsite meetings are required of this position.

## EXPERIENCE AND TRAINING:

* Graduation from high school or equivalent
* Three (3) years of increasingly responsible experience in general office administrative work
* Experience in working with land records, elections, or any other area directly related to the work of the office of the Town Clerk is desirable; or any equivalent combination of education and experience.
* The Deputy Town Clerk must be well versed in technology practices seen in progressive Town Clerk’s offices and willing to further their knowledge and adapt to new technologies.
* The Deputy Town Clerk must have or obtain certification in the State of Connecticut to be a Town Clerk by having passed the final examination upon completion of the following five training modules: Municipal Record Management, Elections, Land Records, Vital Records, and Miscellaneous Records.
* The Deputy Town Clerk must be a Notary Public in the State of Connecticut and must be sworn in to the duties of Deputy Town Clerk.
* Additionally, the Deputy Town Clerk must be bondable in the State of Connecticut.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Town Clerk, in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head, will conduct an annual employee performance review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.