**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Town Clerk’s Office*

## *Town Clerk*

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## GENERAL STATEMENT OF DUTIES:

The Town Clerk of Seymour is responsible 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:

* Oversee all elections and ensures compliance with bilingual elections 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 the State.
  + Type all election results in minute book.
* Generate monthly reports for State Library, State Treasurer’s Office, and Board of Selectmen.
* Generate monthly reports of dog and sportsman licenses.
* Generate quarterly reports of marriage licenses.
* Prepare and oversee budget for Town Clerk’s office.
* Responsible for campaign finance law administration, including explanation of laws and requirements and filings, serving as reference and resource.
  + Responsible for issuing fines to local campaigns under the State Elections Enforcement Commission.
* Issue a variety of licenses and permits including marriage, civil unions, dogs, hunting, fishing and trapping licenses, and burial and cremation permits, and files liquor permits. Collects fees.
* Post notices of meetings and files minutes and agendas received from various boards and commissions, as required by the Freedom of Information Act.
* 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
* Register and maintain original birth, marriage, civil union, death, and fetal death records
* Issue certified copies of vital statistic records
* 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
* 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 clerk, and the department involved.
* Record, index, and preserve municipal land records and survey maps
* Record documents related to real estate transactions
* Collection of conveyance taxes
* Maintain official records of charters, ordinances, oaths, appointments, petitions
* Record trade names and military discharges
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisors.

## SUPERVISION RECEIVED:

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

## SUPERVISION EXERCISED:

* Supervises the Deputy Town Clerk and 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.
* Ability to use basic software programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
* 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 job specific computer software in the Town Clerk’s office.
* 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 is required of this position.
* Ability to sit for extended periods oftime
* Ability to perform repetitive tasks including typing

## EXPERIENCE AND TRAINING:

* A Bachelor’s Degree from a recognized college or university in Business Administration, Public Administration, Accounting or related field; an Associate’s Degree plus three (3) years progressively responsible bookkeeping and office management experience; or any equivalent combination of training and experience that provides the knowledge, skills, and abilities of the position.
* A minimum of four (4) years’ experience in an Assistant Town Clerk or Town Clerk position is greatly preferred.
* The 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 Town Clerk must be certified 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 Town Clerk must be a Notary Public in the State of Connecticut.
* The Town Clerk must be bondable in the State of Connecticut.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with the Director of Operations in an annual meeting scheduled each January
* The First Selectman, in conjunction with the Director of Operations, 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 Director of Operations. 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.