**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Town Clerk’s Office*

## *Town Clerk Aide*

## 

## GENERAL STATEMENT OF DUTIES:

The Town Clerk Aide is responsible for assisting the Town Clerk and the Deputy Town Clerk with 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 Selectman.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Assist in smooth operation of the Town Clerk’s Office.
* Assist with the registering and maintenance of original birth, marriage, civil union, death, and fetal death records
* Assist in the recording, indexing and preserving of municipal land records and survey maps
* Assist in recording documents related to real estate transactions
* Assist in the 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
* Assist with the recording of trade names and military discharges
* Maintain official copies of town budgets, audits, and annual reports
* Assist in the process of issuing permits and licenses, including state marriage licenses, liquor permits, sportsman’s licenses, and dog licenses, among others

## 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 and Deputy Town Clerk of the Town Of Seymour.
* Works under the general supervision of the Director of Operations.

## SUPERVISION EXERCISED:

* None

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Working knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks.
* Working knowledge of records management and office procedures and practices.
* Considerable knowledge of standard office equipment, including document scanner, photocopy machine, personal computer, etc.
* Working 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 Town Clerk Aide should be well versed in technology practices seen in progressive professional offices and willing to further their knowledge and adapt to new technologies.
* It is recommended that the Town Clerk Aide 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 Town Clerk Aide must be a Notary Public in the State of Connecticut.
* Additionally, the Town Clerk Aide 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.