

Date: June 10, 2015

## **Posting for Assistant Town / City Clerk New Position Vacancy**

The City of Derby is seeking to fill the newly established position of an additional Assistant Town / City Clerk.

The minimum qualifications and job duties for this position are set forth in the job description on file with the Town / City Clerk and attached to this posting.

This position is a Bargaining Unit position and part of the Local 1303-259 of Council 4, AFSCME, AFL-CIO, City Hall Employees.

All applicants for the position of Assistant Town/City Clerk must submit resume and Notary Public appointment certificate on or before June 22, 2015 at 5:00 pm.to:

Town / City Clerk Marc J. Garofalo  
1 Elizabeth Street  
Derby, CT 06418, or

via email at [townclerk@derbyct.gov](mailto:townclerk@derbyct.gov) , or in person.

Requests received after June 22, 2015 will not be considered.

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**TITLE: ASSISTANT TOWN / CITY CLERK**

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**OBJECTIVES:**

Under the supervision of the Town Clerk, performs clerical and administrative duties to assist in the execution of the functions of the Town Clerk and Registrar of Vital Statistics as set forth in the General Statutes of the State of Connecticut, and City Ordinances; assists the public with specialized, historical, and general information; researches records and statutes for Aldermen and City agencies, and performs office functions. Substitutes for the Town Clerk in his/her absence.

**ESSENTIAL FUNCTIONS:**

Records, processes and indexes land records and deeds using the department computer to enter data into City records; determines and collects recording fees and conveyance taxes; maintains an accurate day book and indexes; updates status of property liens; prepares original documents for return; and informs Assessor and Tax Collector of all property transfers.

Records indexes and files maps, Veteran Discharges (DD 214 forms), liquor permits and trade name certificates; index and file maps; certifies military records for death and insurance benefits; gives oath to Notary Public appointments.

Inspects survey and subdivision maps for proper size, filing fee, and necessary signature and seal; completes filing procedures for permanent retention of maps.

Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdividing and survey maps, and with specialized information concerning city regulations, procedures, and agencies; prepares copies of these records when requested.

Issues licenses and permits for marriage and deaths; certifies birth, death and marriage records as required, maintains confidentiality of births and adoption records, updates adoption files, indexes, burials,

cremations and disinterment; collects fees for all permits, licenses, and certified copies; furnishes information on all aspects of Vital Statistics; compiles statistical data; prepares and submits reports; issues dog and sports licenses.

Posts city meetings on calendar and files notices. Assists the Town Clerk in preparing for elections; issues absentee ballots.

Prepares and maintains books of all receipts and sales; makes deposits to General Fund weekly-, prepares end-of-month reports to the State for sport licenses.

Assists with document management program including filing, posting and archiving of agendas, minutes, and records of the City.

Answers inquiries from the general public regarding land records, genealogy, etc.

Serves as a Notary Public, prepares certified copies of documents and affixes seals. Performs other related duties as assigned.

Under the direction of the Town / City Clerk, website content responsibility will be performed developing the voice for all aspects of the City's online presence. In addition to writing, editing, and proofreading site content, this person will also work closely with department heads to maintain site standards with regard to new development. Website content functions will also be include crafting site promotions, email newsletters, and online outreach campaigns. This position will work closely with all departments of the City, so strong communication skills are needed. Tasks require a strong attention to detail and ability to work under tight deadlines.

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

Knowledge of State Statutes and other legal documents.

Knowledge of office practices and procedures, fee collections, all areas of vital statistics, posting of legal requirements.

Ability to organize and coordinate work so as to complete assignments in accordance with established due dates.

Ability to maintain complete and accurate detailed records. Ability to type, operate a computer and other office equipment.

Ability to understand and apply provisions of State Statutes, local regulations and policies. Ability to work effectively with officials, employees and general public on a direct basis.

Create, develop and manage content for organization's web presence (requires working with content management software)

Coordinate web projects across departments

Maintain a consistent look and feel throughout all web properties

Working with a cross-departmental team, maintain and develop the master content calendar for all web properties

Copy edit and proofread all web content

Oversee freelancers, including writers, copyeditors and community outreach organizers

Keep current with emerging web technologies through relevant blogs, listservs, and events

Assure web-based information is archived for future needs and reference

Track and report on all site metrics

Work cooperatively with key team members, clients and vendors

#### **REQUIRED EQUIPMENT OPERATION**

Operates office equipment as required including but not limited to personal computer and printer for data entry and word processing; operates a telephone, calculator, adding machine, fax machine, copying machine and

mailing equipment; drives a motor vehicle.

### **REQUIRED PHYSICAL EFFORT**

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, files letters, correspondence, reports, etc. in file cabinet drawers; carries land records and map books.

### **QUALIFICATIONS (Minimum)**

Graduation from high school supplemented by business and commercial courses along with computer knowledge plus a minimum of one year of related experience, or equivalent. Bachelor's Degree preferred.

Must possess a valid motor vehicle operator's license.

Exceptional communication and organizational skills

Advanced knowledge of HTML and experience with popular content management systems (Drupal, Convio, Kintera, etc.)

Ability to manage multiple projects in a fast-paced, deadline-driven environment

Basic Adobe Photoshop skills

Proven ability to build consensus and work effectively within a cross-departmental team.