

TOWN OF OLD LYME

ASSISTANT TOWN CLERK

Position Summary/Purpose:

The purposes of this position are to assist the Town Clerk in the execution of the statutory, regulatory and charter responsibilities specific to the recording and reporting of land records, vital statistics and other official documents, special and general elections, and issuing of various permits and licenses and the collection of related fees. The work involves attention to details to maintain accurate records, and to answer customer inquiries. Assumes the responsibilities of the Town Clerk in his/her absence. The Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs work in the recording, processing and indexing of land records including maps, deeds, and other official documents. Scans, prints, and stores documents.
- Performs work in processing vital statistics such as: Issuing birth and death certificates, marriage licenses and cremation, burial, and disinterment permits and records; indexes and files vital statistical information. Mails requested copies.
- Performs work in issuing of a variety of licenses and permits such as canine and sport licenses and a variety of other individual forms such as voter registration cards and other permits as authorized.
- Records, indexes and files maps, veteran discharges, liquor permits, and trade name certificates.
- Prepares sales ratio forms and transmits to Assessor and to the CT Department of Revenue Services. Receives, records, processes and is financially responsible for various fees and taxes; reconciles fees received; makes deposits.
- Assists with election procedures and compiles results of election activities. Performs a variety of voter administration functions including voter registration, absentee ballot administration, petitions and enrollment in political parties. Mails ballots, as required.
- Assists with preparation of required reports including those for the Secretary of State, Department of Health, DEP, etc.
- Responds to general inquiries from the staff, public and officials on a variety of issues, including seasonal properties. Provides technical information to attorneys and the public on title searches/land records.
- Maintains official records of Board and Commissions in accordance with state statues and Freedom of Information requirements. Swears in appointment members and maintains rosters of elected and appointed Town officials.

- Performs special projects under the direction of the Town Clerk to maintain and improve computerized access, and to insure preservation of, records, maps and documents. Resolves system glitches and implements software updates.
- As appointed, may sign official government documents that can be legally binding, in the absence of the Town Clerk.
- Performs all essential job functions in a safe manner, and reports all accidents immediately to their supervisor.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues training; keeps current with municipal trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with an H.S. degree and 3 years of administrative, customer service experience in a similar type of high-profile environment; or any equivalent combination of education, experience and training.

Special Requirements:

Must have and maintain: Valid CT Drivers License.

Knowledge, Ability and Skill:

Knowledge: Have or ability to obtain thorough knowledge of and the ability to apply State laws and Town Charter provisions and ordinances relating to the duties and responsibilities of the Town Clerk and Registrar of Vital Statistics; have or ability to obtain thorough knowledge of municipal land records and local, state and national election laws, practices and procedures; have or ability to obtain knowledge of practices and techniques and technology utilized in public records management; knowledge of computer systems and web sites

Ability: Ability to apply laws related to a Town Clerk's Office; ability to utilize data processing applications as they related to the functions of the Town Clerk's Office; ability to deal effectively with the public, attorneys, real estate developers, appraisers, Town and State officials and staff; ability to prepare reports; ability to handle details and arithmetic calculations; ability to work independently

Skill: Excellent verbal and written communication skills; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills associated with dealing with public and maintaining effective working relationships with various groups; skills associated with a multitasking environment.

Supervision:

Supervision Scope: Performs a variety of technical and administrative responsibilities requiring knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction of the elected Town Clerk following professional standards, procedures and policies.

Supervision Given: None.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day at the office counter and by phone from the general public, town clerks, attorneys, insurance companies, tax and assessor offices and customers or staff issues and problems.

Requires the operation of telephones, computers, copiers, facsimile machines, laser fiche, the land record program and other standard office equipment.

Makes constant and periodic contact with other municipal departments and staff; property owners, attorneys, insurance companies, regional and state agencies, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing.

Errors in judgment or omissions could result in delay of services, and monetary loss and/or rework and possible legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-In road, in traffic				
Other-working near heavy equipment				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling			X	
Reaching with hands and arms			X	
Smelling	X			
Bending, pulling, pushing			X	
Other-Driving		X		
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)