

Assistant Town Clerk - Help Wanted

Town of Norfolk - Vacancy Announcement

Assistant Town Clerk – Part Time

Position Title: Assistant Town Clerk / Assistant Registrar Vital Statistics

Hours of Work: 16 hours per week with some scheduling flexibility required

Pay Range: \$17.32 per hour / non-union position

The Town of Norfolk is accepting applications for the position of Assistant Town Clerk. This position is located in the Town Clerk's Office. Cover letter, resume and completed applications must be received in the Town Clerk's Office no later than May 15 2021. Application forms may be obtained through our website at Norfolkct.org under *Town Hall, Town Offices* and then *Town Clerk* and see the form under *Resources*. You can email the Town Clerk for a copy of the application (townclerk@norfolkct.org) or call at the Town Clerk's office at 19 Maple Ave., Norfolk CT 06058 phone 860-542-5679.

SUMMARY OF POSITION:

The Assistant Town Clerk will provide varied administrative, technical and clerical support to the Town Clerk. Applicant must be willing to: 1) become a Notary Public, 2) take the necessary classes to sit for the State exam to become a Connecticut Certified Town Clerk within five years 3: be responsible for posting all minutes and agendas on the town website.

RESPONSIBILITIES: responsibilities include but are not limited to the following:

- Assisting in the administration and execution of the functions of the Town Clerk and Registrar of Vital Statistics as imposed by the General Statutes of the State of Connecticut and Town Ordinances under the direct supervision of the Town Clerk.
- Providing essential backup support for the Town Clerk, and assume the duties and responsibilities of the office in the absence of the Town Clerk.
- Recording and indexing land records and generating daily/weekly/monthly reports. Preparing and scanning land records for archival retention.

- Utilizing proprietary computer software, IQS programs to receive and calculate recording fees and conveyance taxes for deed transfers, survey maps, trade name certificates and other recorded instruments.
- Assisting title searchers, attorneys, genealogists and the public with specialized information applicable to the Town.
- Assisting in voter registration and in the preparation and issuance of absentee ballots and all other facets of general and special elections including primaries and referendum.
- Recording and indexing all vital statistics: births, deaths, marriages as well as veterans' discharge papers. Prepares monthly reports to the Department of Public Health.
- Issuing and recording marriage licenses, dog licenses and sports licenses including monthly reports.
- Preparing and record minutes of Town Meetings and receiving files and minutes, agendas and legal notices of all boards and commissions.
- Administering oaths to elected and appointed officials.
- Notarizing documents, handle confidential correspondence.
- Assisting with the administration of the Town's website (e.g., upload documents, schedule meetings, and monitoring same.)
- Performing a wide variety of other administrative duties.

DESIRABLE KNOWLEDGE AND SKILLS:

Candidate must: be skilled in computer usage with a solid knowledge base of Microsoft Word and EXCEL as well as knowledge of the internet; have excellent oral and written communication skills; be a self-starter with excellent organizational skills; have the ability to proofread documents with a high degree of accuracy; work with minimum supervision and establish and maintain effective working relationships with staff members and the public; have the ability to perform various customer service functions in a timely manner; have experience with various office equipment and be able to lift objects up to 30 pounds. Experience in law, real estate and/or municipal government is highly desirable.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

Associates Degree plus two (2) years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities for working in a busy office.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER