

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: \$22 per hour/non-union position

The Town of Norfolk is accepting applications for the position of Assistant Town Clerk. Application, cover letter and resume can be emailed to townclerk@norfolkct.org or mailed to Town Clerk, P.O. Box 552, Norfolk CT 06058.

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 recording minutes of Town Meetings; receiving files and minutes, agendas and legal notices of all boards and commissions and assisting with the administration of the Town's website.
- Issuing Transfer Station Permits and Tobey Pond Permits, maintaining Bulky Waste Transfer Station receipt records including collection and correspondence regarding outstanding balances.
- Administering oaths to elected and appointed officials.
- Notarizing documents, handle confidential correspondence.
- 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 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

Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER**

Personal Information

DATE _____

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.		
PRESENT ADDRESS	CITY	STATE	ZIP CODE	PHONE NO.
PERMANENT ADDRESS	CITY	STATE	ZIP CODE	SECONDARY PHONE NO.
EMAIL ADDRESS		REFERRED BY		

Employment Desired

POSITION		DATE YOU CAN START	
ARE YOU EMPLOYED NOW?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

Education History

	NAME & LOCATION OF SCHOOL	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL			

General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

References (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

DATE

SIGNATURE

Do Not Write Below This Line

DATE

INTERVIEWED BY

Remarks

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER

DEPARTMENT HEAD

GENERAL MANAGER

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