

Assistant Town Clerk Job Description

DEFINITION:

Administrative and responsible clerical work in connection with the keeping of official municipal records, the issuing of various licenses and official documents, the holding of elections and in providing information to the general public and town departments; all other work as required.

DISTINGUISHING CHARACTERISTICS:

1. Works under the general supervision of the Town Clerk and in strict accordance with the applicable provisions of the Vermont State Statutes, Town Bylaws and Ordinances, and Federal laws and regulations.
2. Performs responsible clerical duties in accordance with prescribed procedures.
3. Makes frequent contacts requiring tact and discretion with the general public, banks, attorney and real estate offices, and periodic contacts with other town departments.
4. Diligently and accurately records documents as necessary. Errors in recording could result in confusion or delay, fines, and could create legal problems for the Town or for individual citizens.
5. Occasional light physical effort required in performing duties under typical office conditions.

EXAMPLES OF WORK:

1. Processes and records documents under the supervision of the Town Clerk.
2. Assists in voter registration; notarizes documents; issues dog licenses; certifies records of births, deaths, marriages; collects tax payments; and fills in during Town Clerk absences.
3. Answers phone and directs calls to proper departments; answers general questions from the public in person, on the phone and on email; and handles mail.
4. Attends webinars and trainings offered by VMCTA, VLCT, SOS, and others. Some travel required.

RECOMMENDED MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE** – High school education, proficient typist, experience in responsible clerical or administrative duties. Probationary six months to learn deed recording.
2. **KNOWLEDGE, ABILITY AND SKILL** – Working knowledge of the organization, operations, and procedures of local government. Ability to research information pertaining to municipal government and to explain procedures to the public. Ability to record documents accurately and type well. Ability to meet and deal with the public appropriately and effectively. Must be (or become) a Notary Public. Must be able to accept constructive criticism and have an ability to communicate and work well with others. Must have ability to handle multiple tasks at the same time. MS Word and Excel experience required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. . Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.