

TOWN OF DURHAM

ASSISTANT TOWN CLERK

Position Title: Assistant Town Clerk and Assistant Registrar of Vital Statistics
Hours of Work: 40 hours per week. 8:30am – 4:30pm
Salaried position; no overtime

The Town of Durham is accepting applications for the position of Assistant Town Clerk. Cover letter, resume and completed application must be received in the Town Clerk's Office no later than May 15, 2021. Application forms are available on the town website at: www.townofdurhamct.org under Employment Opportunities. Mail applications to: Kim Garvis, Town Clerk, P. O. Box 428, Durham, CT 06422.

Position Summary: The Assistant Town Clerk provides essential backup support utilizing varied administrative, technical, and clerical experience to the Town Clerk. Assumes all duties and responsibilities of the office in the absence of the Town Clerk as authorized by Connecticut General Statutes. Work is performed according to statutory, regulatory, town charter and ordinance responsibilities specific to the town clerk office. The work involves attention to details to maintain accurate records for response to customer inquiries. The Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Applicant must: 1) become a Notary Public, 2) take the necessary classes to sit for the State exam to become a Connecticut Certified Town Clerk within three years, 3) attend Town Meetings (evening) and take minutes of same in Town Clerk's absence. The work requires attention to detail to maintain accurate records and answer customer inquiries. The Assistant Town Clerk acts as public liaison and serves as repository of institutional knowledge about the town and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Minimum Requirements: Associate's Degree in business administration or related field; more than 3 years of municipal experience, business, accounting, real estate, banking, or paralegal experience; customer service and computer experience required including solid knowledge of Microsoft Word and EXCEL; or any equivalent combination of education, work experience and training. Knowledge of basic office procedures including filing, scheduling, posting and basic bookkeeping. Ability to type accurately. Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to the department. Experience in cash reconciliation highly desirable. Ability to establish and maintain effective working relationships with supervisor, associates, and the general public. Considerable ability to organize information and to communicate effectively both orally and in writing. Ability to maintain confidentiality of information, as necessary. Continued professional development to maintain and/or add certifications.

Special Requirements: Must be bondable.

The list below illustrates types of work that may be performed. Omission of specific duties does not exclude them.

- Assists in the administration and execution of all functions of the Town Clerk and Registrar of Vital Statistics under the direct supervision of the Town Clerk.
- Assists with election procedures (including primaries and referenda) and performs a variety of voter administration functions including voter registration, absentee ballot administration, petitions and all other facets of general and special elections, primaries, and referendum. Completes and files various reports of election activities and results with the Secretary of the State.
- Records, processes, and indexes land records, veteran discharges, survey maps, trade names and other official documents using automated systems. Prepares indices on a daily and monthly basis, updates land record books and notifies appropriate agencies as needed. Submits copies of land transfers, trade name certificates, probate certificates and variances to the Assessor's office; notifies Assessor of new survey maps filed and prepares veteran discharge index card for Assessor. Submits Town Clerk copy of Conveyance Tax Forms (OP-236) with deed copy to the Assessor. Prepares monthly Transfer List, posts to town website, files in Transfer Book and issues to various departments and public as requested.

TOWN OF DURHAM

ASSISTANT TOWN CLERK

- Records and indexes all vital statistics: births, deaths, marriages. Prepares certified copies of birth, death and marriages and issues marriage licenses, cremation, burial, and disinterment permits. Indexes and files vital statistical information. Prepares monthly reports to the Department of Public Health and sends all death information to the Registrars of Voters and Assessor.
- Assists in timely recording, posting, filing of agendas and minutes for all boards and commissions on the website, and town signpost. Files minutes in minute books and sends copies to Board of Selectmen on the day received.
- Assists in maintaining and updating official town website and sending govcasts when appropriate.
- Attends Town Meetings in the Town Clerk's absence, prepares and posts minutes of same on the town website, Town Proceedings Book and online Code of Ordinances.
- Issuance of licenses/permits, e.g., marriage licenses, dog licenses, sports licenses, liquor, and peddler permits, etc.
- Receives, records, processes, and is financially responsible for various fees, taxes, and reconciliation of same. Uses proprietary software (e.g., IQS) to process and reconcile transactions for the Town Clerk office, First Selectman's office, Tax Collector and any other town departments as needed. Submits Conveyance Tax Forms (OP-236) with checks and cover sheet to the Department of Revenue Services on a weekly basis. Assists with preparation and submission of monthly and other required reports. Prepares and submits invoices to the Finance Department. Reports include State of Connecticut Secretary of State, Department of Health, Department of Agriculture, Department of Energy and Environmental Protection, etc.
- Assists with codifying town ordinances, including publishing legal notice, etc. Posts Town Meeting minutes to the online Code of Ordinance page as well as special documents, i.e., Plan of Conservation and Development, etc.
- Prepares and publishes, legal notices as required and records same in Town Proceedings Book (TPB). (elections, referenda, contracts, ordinances, etc.). Records election, primary, referenda results; appointments and resignations; and Annual Budget Meeting, Annual Town Meeting and Special Town Meeting minutes in TPB.
- Maintains terms of office list and vacancies for elected officials and appointed board and commission members. Submits required forms for vacancies and filling of vacancies for elected officials to Secretary of the State. Sends list of expiring terms, for all board and commission members, to Board of Selectman within required timeframe throughout the year per Town Charter.
- Issues Code of Ethics and Acknowledgement form to newly elected and appointed officials, employees, and vendors. Track's receipt of and maintains list of Acknowledgement forms.
- Assists with Records Management for the town clerk office and other departments following state guidelines.
- Acts as FOI Liaison for the Town of Durham and follows requirements as outlined in the State FOI law.
- Assists staff, title searchers, attorneys, genealogists, general public, etc. with information applicable to the Town. Responds to general inquiries. Handles confidential correspondence and records. Assists other departments, offices or staff as needed to promote a team effort to serve the public.
- Administers oaths of office to elected and appointed officials.
- Serves as notary for Town Officials and the public. Records information for Notaries Public residing in Durham.

JOB ENVIRONMENT:

- Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day. Frequently required to work in the vault. Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment and fee station.
- Communication with other departments, state agencies, general public, etc., is frequently in person, by telephone, mail, fax, e-mail and in writing.
- The work is primarily of an intellectual nature but requires a variety of physical capabilities. The employee is frequently required to sit, stand, use hands to finger and talk or hear; occasionally required to walk, kneel, handle objects; and reach with hands and arms. The position involves frequently moving from a sitting position to standing position. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this

TOWN OF DURHAM

ASSISTANT TOWN CLERK

job include close and distance vision, and the ability to adjust focus. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Supervision:

Supervision Scope: Performs a wide variety of routine, technical, administrative responsibilities requiring knowledge of local and state laws related to records management, registrar of vital statistics and elections.

Supervision Received: Works under the direction of the Town Clerk; follows established state regulations where appropriate and instructions as provided.

Supervision Given: None

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from residents, regulatory agencies, or members of business community. Ability to effectively present information.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Errors and Omissions:

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