

Part Time
Assistant Town Clerk/Town Hall Aid
Town of Voluntown

Position Title: Assistant Town Clerk/ Town Hall Aid

Hours of Work: 20 hours per week with some scheduling flexibility required

Pay Range: \$18 - \$20 per hour

The Town of Voluntown is accepting applications for the position of Assistant Town Clerk/ Town Hall aid. This position will consist of Assistant Town Clerk responsibilities and general assistance to the Assessor's Office and other Town Hall offices. Cover letter, resume and completed applications must be received in the First Selectman's Office no later than April 12th. Application forms may be obtained through our website at Voluntown.gov.

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) be responsible for posting all minutes and agendas on the town website 3) assist in the Assessor's office during busy season as well as with filing, data entry and vacation/training coverage year-round. 4) perform other duties as needed for other town hall offices.

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

- 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 and receiving files and minutes, agendas and legal notices of all boards and commissions.
- Administering oaths to elected and appointed officials.
- Notarizing documents
- Handles confidential documents and maintains confidentiality of information presented.
- Assist the general public, residential and commercial property owners, lawyers, title searchers and appraisers by responding to requests regarding the Grand List, assessments, state statutes, etc.
- Maintains and updates data related to motor vehicle, real estate, and personal property into industry specific data base, ensuring accuracy and confidentiality of material. Enters building permits into specialized software program.
- Types reports and general correspondence; files and assists with large mailings as needed. Collects and processes mail.

DESIRABLE KNOWLEDGE AND SKILLS:

Candidate must: be skilled in computer usage with a solid knowledge base of Microsoft Word, Outlook, 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:

High School 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