

**TOWN OF NORTH STONINGTON
TOWN CLERK**

NATURE OF WORK: This is a comprehensive position serving as a liaison between the Town of North Stonington and the Public. This position requires accuracy, attention to detail and organization skills, and the exercise of independent judgment and initiative.

SUPERVISION RECEIVED: Works under the directions of the Connecticut General Statutes.

SUPERVISION EXERCISED: Provides general supervision to assistant town clerks, and administrative staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Maintains and provides access to the public records of the Town as required by State law and Regulations
- Provides certified copies of public records
- Records, indexes, and preserves municipal land records, surveys, and maps
- Custodian of the Town Seal
- Posts meeting notices
- Maintains Ordinances, Oaths, Appointments, and Petitions, Minutes, Agendas, Notices, Record Trade Names, and Military Discharges
- Issues Certificates of Authority to Justices of the Peace, Notary Publics, and Superior Court Commissioners. Administers Oaths of Office to local elected and appointed officials
- Maintains official copies of Town budgets, Audits, and Annual Reports

***** The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. *****

OTHER JOB FUNCTIONS:

- Acts as the Registrar of Vital Statistics and Issues certified copies of Vital Statistic Records
- Issues State Marriage licenses, Hunting, Fishing, and Trapping Licenses, Burial, Cremation and Removal Certificates
- Examines and approves applications for admission as an Elector
- Certifies Nominating Petitions

- Issues Absentee Ballot Applications, Directs the preparation of Absentee Ballots, and maintains permanent absentee ballot records, compiles election results and forwards to the Secretary of State
- Required to assist and fill in for the Tax Collector in their absence.

REQUIREMENTS AND QUALIFICATIONS OF WORK:

Education, Experience & Training:

- High School graduate supplemented by courses or experience in accounting, business education, clerical work, land use records work, and office procedures.
- A valid Connecticut driver's license must be maintained.
- Must be bondable during employment in accordance with Connecticut General Statutes
- Must be or acquire Connecticut Notary Public
- Certification as a Town Clerk preferred

Knowledge, Skills & Ability:

- Ability to effectively communicate orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions.
- Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required. Information provided orally must be accurately recorded.
- Ability to work accurate with names and numbers
- Ability to prepare and maintain accurate records and general reports
- Ability to exercise discretion in handling confidential information
- Ability to prioritize, organize and perform work independently; ability to make decisions and act quickly; and the ability to adjust quickly to changing priorities in a sometimes stress environment.
- Ability to work harmoniously, cooperatively, and courteously with others at all times in a calm manner and act discretely in processing sensitive information.

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 stand; hear; speak; smell; stand; sit; walk; bend; use hands and arms, and use wrists in repetitive motion; get in and out of vehicles; and tolerate exposure to weather conditions and environmental allergens.

The employee is occasionally required to climb stairs to various levels; balance stoop, kneel, crouch or crawl. The employee must occasionally lift and /or move up to thirty (30) pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may occasionally have to function in situation where subjected to aggressive verbal and/or physical behavior.

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *****