

Town of Scotland, CT

Town Clerk

Job Description

Job Title: **Town Clerk**

FLSA: ☐ Exempt ☒ Non-Exempt

Job Desc. Effective Date:

Job Desc. Last Review Date:

Job Desc. Approved By: **Scotland BOS** Date:

This position is: ☐ Elected ☐ Appointed ☒ Hired

POSITION SUMMARY

This position is responsible for administrative work in Town Hall including the preparation and maintenance of a variety of official municipal documents, issuance of various licenses and permits, and recording various documents and vital statistics.

The work involves extensive public contact in collecting various files and providing information and in issuance of licenses. Work is performed in accordance with the General Statutes of the State of Connecticut.

JOB DUTIES

1. Comply with all relevant Connecticut Statutes pertaining to the office of Town Clerk; perform all duties and exercise all powers incumbent upon or invested in Town Clerks by Connecticut state law.
2. Act as custodian of the official Town seal.
3. Record, index, and preserve municipal land records, surveys, and maps.
4. Post meeting notices for governmental bodies.
5. Issue various licenses and permits such as marriage, gaming, hunting, fishing and dog licenses. Use computerized systems to enter information and maintain all related records.
6. Register and maintain records of births, deaths, and marriages, and send periodic reports to the State of Connecticut Department of Health.
7. Maintain appointment as Notary Public and maintain record of appointments of Notaries Public.
8. Maintain and provide access to public records, as required by state law.
9. Provide certified copies of public records. Issue certified copies of vital statistic records.

10. Issue burial, cremation, and removal permits.
11. Maintain a public information service and, in response to reasonable requests, furnish information and material concerning Town government.
12. Account for all public monies received by town clerk's office, for example, permit fees, recording fees, conveyance taxes, etc. as received by him/her.
13. Administer elections as per State Statutes.
14. Maintain official records of ordinances, oaths, appointments, and petitions. Administer all oaths of office for municipal officials.
15. Attend Annual and Special Town Meetings, prepare the call, and record, file, and post minutes of the proceedings.
16. Maintain posted records of all town agencies and commissions, including but not limited to meeting agendas and minutes.
17. Prepare department budget including planning for any capital purchases.
18. Record trade names and military discharges.
19. Once assistant town clerk is appointed, ensure that the appointee takes the oath of office. Within ten days the appointment, file a notice with the Secretary of the State, including the name and address of the person appointed, the date and method of such appointment and the law under which the appointment was made. Within ten days after a vacancy occurs in the office of Assistant Town Clerk, notify the Secretary of the State.

In addition to the duties listed above, the Town Clerk is obligated to meet any responsibilities mandated by Connecticut General Statutes.

SUPERVISION GIVEN

Provides direction and supervision to the Assistant Town Clerk.

SUPERVISION RECEIVED

Under the supervision of the First Selectman.

QUALIFICATIONS

The Town Clerk is appointed by the Board of Selectmen, and the following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. High school graduate supplemented by courses or experience in accounting, business education, clerical work, land use records work, and office procedures.
2. Certification as a Town Clerk.
3. Notary public certification within six months.
4. Must take the oath provided for Town Clerks.

5. Ability to relate positively and with courtesy when working with the public and act discreetly in processing sensitive information.
6. Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks and Assistant Town Clerks.
7. Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances, and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials and the public.
8. Ability to operate personal computer and basic software programs.
9. Ability to establish and maintain complex files and record systems.
10. Ability to compose clear and correct letters and reports.
11. Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.

TOOLS AND EQUIPMENT USED

Telephone system, computer, various software programs including automated record systems.

PHYSICAL DEMANDS

1. Must be able to perform the essential functions of the job with or without reasonable accommodations.
2. Hand-eye coordination is necessary to operate computers and various pieces of equipment.
3. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle feel or operate objects, tools, or controls, and reach with hands and arms.
4. The employee is occasionally required to stand, walk, or climb stairs. The employee must occasionally lift and/or move up to 30 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

1. General office environment.
2. Frequent interaction with town residents, town board and commission members, auditors, state officials, and officials of other towns.

HOURS

Usual hours are the normal Town Hall business hours

Tuesday & Thursday: 9am-3pm

Wednesday 1pm-7pm.

Closed Monday & Friday

COMPENSATION

1. This is a salaried position. The salary is reviewed and voted on as part of the town budget process.
2. Holiday, vacation, sick and personal time/pay is included in the annual salary.
3. Any travel required is compensated at the prevailing IRS rate.
4. Pay period is bi-weekly
5. There are no retirement or health benefits associated with this position.

The Town of Scotland is an equal opportunity employer.