

## Middletown, CT Job Description

<b>Classification Title</b>	Assistant City & Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to ~~assume the responsibilities of the Town Clerk and Deputy Town Clerk in their absence, to perform administrative and organizational duties as outlined in applicable statutes, regulations, laws and ordinances, to administer and process municipal land record documents. The work is performed under the direction of the Town Clerk.~~ record and maintain City of Middletown land records. Performs daily reconciliation of cash receipts and filing of mandatory reports.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assumes the responsibilities of the Town Clerk ~~and Deputy Town Clerk in their in~~ his/her absence; ~~administer oaths, certifications and affidavits.~~
- ~~Signs and administers all licenses, certifications and applications including certificates of residency, notary public certifications, trade names, liquor and sportsman licenses and applications; has authority to sign marginal notations on land records. Maintains custody of City seal; certifies a variety of documents including land records, common council minutes, ordinances, resolutions, state licenses and certificates of residency.~~ Records and maintains city land records, which includes ensuring proper indexing of permanent legal documents.
- ~~Makes final corrections to daily land record entries and indexing processes including the annual merging of grantor and grantee indices for permanent record in vault.~~ Assists in the preparation and oversight of the department budget, bill paying, grants and preparation of explanatory text for referendums and elections.
- ~~Assists in the preparation of elections and referenda including authority to prepare legal notices and certifications to the Office of the Secretary of State pertaining to election functions; distributes absentee ballots and files reports to the State; assists in instructing moderators and absentee ballot counters and in preparing instructional materials for election officials and workers.~~ Issues absentee ballots, legal notice filings and electronic election results for state, federal and local elections.

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- ~~Prepares, revises and implements procedures for office processes; submits for final approval. Retains meeting notices for boards and commissions. Uploads meeting notices, agendas and minutes to City website. Maintains public viewing board.~~
- ~~Issues annual Freedom of Information notices and filing requirements for all boards, agencies and commissions.; oversees periodic filings of all meeting notices and agendas pursuant to Freedom of Information statutes.~~
- ~~Reconciles periodic financial reports and accounts receivable to Finance Department and state and federal agencies. Processes requisitions, purchase orders, transfer of funds and appropriations; pays and monitors department bills in the absence of the Town/Deputy Town Clerk; assists in preparing statistical, narrative and annual reports. Collects and reports confidential files for voters registered for the permanent absentee disability status.~~
- ~~Oversees and maintains public viewing instruments including maps, reference materials for public hearings, bankruptcies, claims, writs and other legal documents filed within the jurisdiction of the office. Researches a variety of issues for the Clerks and the public. Answers phones and provides assistance and receives and receipts payments.~~
- ~~Performs a variety of administrative functions in support of office operations.; opens and distributes mail; orders and maintains inventory of office supplies; coordinates repair and maintenance of office equipment; coordinates record-keeping; performs data entry duties; compiles data for annual budget.~~
- ~~Assists in training other employees.~~
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

~~High School diploma~~Associates Degree or equivalent with vocational/technical training in office procedures or a related field with two to three years of related experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

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### Other

- Position requires a Notary Public certificate [and Connecticut Town Clerk Certification.](#)

### PREFERRED QUALIFICATIONS

[Bachelor's degree and five to seven years of related experience.](#)

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~[Knowledge of Connecticut General Statutes](#)
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~[Knowledge of Freedom of Information requirements](#)
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as land records, indices, election materials, information requests, permits, licenses, notices, agenda, meeting minutes, journals, forms, reports, policies, statutes, laws, regulations, procedures, guidelines and non-routine correspondence.~~[Knowledge of election laws and electronic results system](#)
- ~~Requires the ability to communicate orally and in writing with the Town/Deputy Town Clerks and all department personnel, other City Departments, outside agencies, State Offices, law offices and the public.~~[Knowledge of numerical and alphabetical systems](#)
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- [Ability to R](#)elate to and interact with a non-traditional and diverse student and employee population
- [Ability to W](#)ork independently
- [Ability to B](#)alance competing requirements and needs of client organizations

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- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to useUse (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

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- Ability to Ssatisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling objects weighing five to ten pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~ Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions 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.*

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

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*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	02/24/15
<b>Dates revised</b>	