

## Middletown, CT Job Description

<b>Classification Title</b>	City/Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to oversee and administer preparation of elections, primaries and referendums. Ensures adherence to state statutory and Charter requirements. Acts as FOI liaison for City of Middletown and general public.~~all statutory, charter and ordinance provisions of the Office including Land Records, Elections, State Licensing and Freedom of Information (FOI) regulations, and to provide a network of various informational items for City, State and Federal agencies and the public. The work is performed under the direction of the Mayor.~~

### **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.*

- ~~Administers all statutory, charter and ordinance provisions of the Office; researches and updates knowledge of Conn. General Statutes, City Charter and resolutions and ordinances. Acts as custodian of City and Town Seal. Responds to FOI requests from general public.~~
- ~~Supervises department staff, which includes ; selects new employees; provides instruction and training ; planings, coordinatines, assignings and reviewings work ; allocatines personnel, maintains standards and evaluatines performance.~~
- ~~Supervises the processing and indexing of Land Records, maps, business certificates and permits ; makes marginal notations of land records as required. Supervises the issuance of State licenses and permits; signs liquor license applications.~~
- ~~Oversees the filings and postings of boards and commission agenda and minutes. Posts agenda and minutes to City website. Stores and indexes permanent records pertaining to boards and commissions and administers general preparation for all general and special elections including the registration of new voters and the issuance of absentee ballots; coordinates the work of Election Moderators and poll workers; instructs workers on election laws and procedures; gives final approval on election reports to Secretary of State's Office.~~

## Middletown, CT Job Description

<b>Classification Title</b>	City/Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

- ~~Prepares and administers department budget. Reviews financial transactions for reporting to various state agencies.~~
- ~~Initiates and organizes municipal projects as requested; acts as liaison for the Secretary of State on special municipal projects. Administers and oversees elections, primaries and referendum. Trains staff in changes to election laws.~~
- ~~Responds to inquiries from local, state and federal agencies, other City departments and the public; provides FOI guidance; develops procedures for the viewing of public records. Acts as Notary Public. Swears in Notary Publics and oversees index of current notaries.~~
- ~~Prepares, reviews and approves a variety of reports, documents and correspondence; approves monthly and annual reports for various departments; oversees the filing of board and commission notices and agendas; reviews and approves all legal notice filings for publication.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Public Administration, ~~Business~~ or a related field and at least five years of experience as a Records Clerk, with 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.~~

#### Other

- Position requires Conn. Certified Municipal Clerk and Notary Public certification.

### PREFERRED QUALIFICATIONS

Five years of experience as Deputy or Assistant Town Clerk.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.~~

Formatted: Space Before: 6 pt

## Middletown, CT Job Description

<b>Classification Title</b>	City/Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

~~Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of Connecticut general statutes and electronic recording programs~~

- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Knowledge of FOI laws and retention schedules~~
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as land records, maps, ballots, licenses, permits, journals, procedures, reports, ordinances, statutes, charter, indices, rules, manuals, correspondence, and organizational analysis. Ability to act as liaison for City department inquiries regarding statutory requirements~~
- ~~Requires the ability to communicate orally and in writing with the Mayor, all department staff, other City departments, election moderators and poll workers, Secretary of State, Courts, local, state and federal agencies and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and utilize descriptive statistics.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Ddevelop and write reports, policies, and correspondence
- Ability to Hhandle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors

## Middletown, CT Job Description

<b>Classification Title</b>	City/Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

- ~~Ability to W~~ork with mathematical concepts such as probability and statistical inference
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to P~~erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~eet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish 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
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

## Middletown, CT Job Description

<b>Classification Title</b>	City/Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

- ~~• 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 of 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.

*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.*

**Middletown, CT  
Job Description**

<b>Classification Title</b>	City/Town Clerk
<b>Job Code</b>	
<b>Department</b>	Town Clerk
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

<b>Date created:</b>	02/27/15
<b>Dates revised</b>	