



TOWN OF BERLIN

JOB DESCRIPTION

Job Title: Assistant Town Clerk

Function:

Under the general supervision of the Town Clerk and or Deputy Town Clerk, performs administrative work of a complex and confidential nature in support of the Town Clerk's office, Town Council and Town Manager. Work is subject to periodic review for conformity with regulations and policy. Serves as Assistant Registrar of Vital Statistics and a Notary. *This is a regular full time position White Collar Classified VI*

Typical Duties, Responsibilities, Tasks & Assignments:

- Assists in a manner consistent with Town Charter and Connecticut General State Statutes. Must be able to interpret information and make decisions. Must be familiar with the Town Clerk's Manual. Must be familiar with Freedom of Information. Must be able to deal with confidential information. Must be proficient with Microsoft Word and Excel.
- Will assist with the automated land record system by performing data entry and verification of all recordable real estate documents within statutory time limits. Includes recording, indexing, back-file conversion and other duties.
- Will assist in all Elections functions including issuing ballots.
- Will serve as backup for administrative duties such as purchasing supplies, issuing purchase orders, and accounts payable. Also as backup with balancing the daily register, putting together the weekly/end of month deposits and submitting monthly reports to the state.
- Process and responds to daily mail requests for vital records or other miscellaneous correspondence. Prepares files and authorizes the release of confidential and /or sensitive vital records information as appropriate. Will perform updates on the CONVRS System.
- Develops and maintains a variety of cross referenced filing systems. Including but not limited to Contracts, Vitals Indexes, Military Records, Minutes, Agendas, and Vault Index. Establishes, maintains and continually strives to improve office procedures and computer systems to ensure effective office operations. Maintains office files to ensure easy retrieval by department staff.
- Provides quality customer service to all visitors to the department, including attorneys, banking officials and the general public. Fields incoming calls to the department, taking initiative to resolve issues directing issues or complaints to management as appropriate. Develops and maintains effective working relationships with public officials, co-workers, residents and members of the general public and effectively and discretely conveys information, handling sensitive information with confidentiality and tact.
- Performs other related duties as assigned.

Special Skills & Requirements:

High school with a minimum of four years related work experience preferred, or equivalent education and directly related experience. Connecticut Certified Town Clerk or ability to obtain within three years, must possess and maintain certificate of appointment as a notary public within the State of Connecticut. Must be sworn to the duties of the office according to state statute for both Deputy/Assistant Town Clerk and Assistant Registrar of Vital Statistics. Must maintain a comprehensive technical and practical knowledge of the materials, methods and techniques relative to the Town Clerk's Office with the ability to prioritize, organize and perform work independently, as well as to accurately process large amounts of paperwork, phone calls and various individual requests is required. Communicates effectively orally and in writing. Must be able to complete projects independently. Must be able to pay attention to detail and concentrate with constant interruptions, remember multiple assignments given over long periods of time and understand the theory behind several related concepts.

Physical Demands: This is regular office environment. May require regular standing, sitting walking.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Revised 3/2019