

# TOWN OF SOUTHBURY

# POSITION DESCRIPTION FULL TIME NON-EXEMPT

Department: Town Clerk's Office	Incumbent:	Title: Assistant Town Clerk/Assistant Registrar of Vital Statistics
Date: SBOS Approved 7/10/07; 06/16/16; 10/18/18; 04/01/2021		Grade: 9

### **Primary Accountabilities**

Performs the statutory, regulatory and charter responsibilities specific to the recording and reporting of land records, vital statistics and other official documents, special and general elections, and issuing of various permits and licenses and the collection of related fees in accordance with established procedures. The work involves attention to detail to maintain accurate records, answering customer inquiries and computer skills.

### **Reports To**

Town Clerk/Registrar of Vital Statistics

### **Consults With**

Appropriate Town Officials, Boards and Commissions, State Agencies and outside service providers.

### **Supervises**

No one.

### **Duties and Responsibilities**

Under the direction of the Town Clerk or his/her designee:

- Performs work in the recording, processing and indexing of land records, which may include maps and other official documents using automated and scanning systems. Records electronic recorded land records (ERX) for review and accuracy, independently rejects land records with stated reason or accepts with calculated payment in electronic fund transfer (EFT). Prepares and scans land records, town journals and vitals for archival retention. Prepares indices on a daily and monthly basis, updates land record books. Processes foreclosure registration of property foreclosed upon and acquired through foreclosure with correct fees, enters the registration into excel log book and distributes to various Departments.
- Performs work in processing vital statistics such as: issuing birth and death certificates, marriage licenses and cremation, burial, and disinterment permits and records; indexes and files vital statistical information. Completes training for use of Electronic Vitals System. Interprets M.E. changes in system, modifies birth certificates and verifies for accuracy and completeness. Completes training for the Electronic Death System.
- Performs work in issuing of a variety of licenses and permits such as canine licenses and individual forms such as voter registration cards and other permits as authorized.

- May record, index and file maps; records, indexes and files veteran discharges, liquor permits, and trade name certificates; notifies appropriate agencies as needed.
- Receives, records, processes and is financially responsible for various fees and taxes. Assists with election procedures as directed; performs a variety of voter administration functions including voter registration, absentee ballot administration and petitions. Ability to maintain accurate information in the CT Voter Registration System with full comprehension of various reports. Ability to reconcile ballots, continue with training updates, complete State requests and follow State instructions.
- May occasionally administer oaths to newly elected officials.
- Assists the Town Clerk in the performance of duties and procedures under the jurisdiction of the Freedom of Information Act, such as maintaining official records of Board and Commissions in accordance with state statutes.
- Assists the Town Clerk with the Records Management Program in accordance with statutory requirements such as maintaining and insuring the preservation of records and documents. Interfaces with outside vendors in completion of these projects.
- Assists with maintenance of Code of Ordinances and Charter for the Town of Southbury in accordance with state statutes and established departmental procedures.
- Files and posts public meeting minutes, agendas, votes, appointments and terms of office for elected officials and appointed board and commission members.
- Responds to routine inquiries from staff, public and officials on a variety of issues including research and genealogy. Due to online family genealogy, the request for research of vitals and land records has increased. Successful candidate must have the ability to search for early vital and land records and handle the high volume of requests.
- Approves and certifies Notary Publics.
- Prepares special reports and statistics as requested.
- Collects and proves fees collected and may prepare deposit slips for the bank. Reconciles on a daily basis the cash drawer, prepares deposit slips and matches total with distribution worksheet.
- Orders/purchases/maintains office supplies; processes mail, handles filing for office.
- Conducts all work in a safe manner and follows all work safety practices.
- Consistent punctual attendance is essential for this position.

### **Other Functions**

Primary responsibility is to the Town Clerk's Office, but may be utilized in various offices of Town Hall upon direction of the First Selectman or his designee. Performs clerical duties and other duties as required.

### **Required Knowledge Skills and Abilities**

- Have the ability to obtain thorough knowledge and application of State statutes and Town Charter provisions and ordinances relating to the duties and responsibilities of the Town Clerk and Registrar of Vital Statistics.
- Have the ability to obtain thorough knowledge of municipal land records, local, state and national election laws, practices and procedures and Freedom of Information requirements
- Strong knowledge of the use of office equipment and computer technology and applications
- Proficiency in written and oral communications
- Strong mathematic skills and attention to detail and accuracy
- Basic knowledge of bookkeeping techniques
- Working knowledge of database management systems for data entry procedures

- General knowledge of local government and its operations is preferred
- Ability to prioritize and multi-task
- Ability to maintain confidentiality
- Ability to deal effectively with the public, attorneys, real estate agents, persons needing assistance and staff in a friendly and professional manner
- Ability to express oneself clearly and precisely
- Ability to follow written and oral instruction and complete projects with minimal supervision
- Ability to recognize, analyze, research and resolve problems
- High level of customer service skills
- Ability to establish and maintain positive working relationships and to deal diplomatically and effectively with other employees and the general public
- Ability to receive guidance and supervision, follow work rules and procedures, meet deadlines, punctuality and attendance standards.

### **Required Equipment Operations**

Ability to operate standard office equipment including but not limited to telephone, copy machine, computerized cash register, typewriter and transcribing equipment, scanner, map machine, computer with skills in Microsoft Access, Word and Excel. The ability to learn the CT Voter Registration System, CT Election Management System, Conn Vital Registration System and Avenu Insight Analytics System.

### **Required Physical Effort**

Sitting at a desk or standing at an assigned location and working continuously for extended periods of time utilizing various office equipment; Lifting and carrying up to 20 pounds of supplies, equipment, and/or files without assistance.

### **Required Qualifications (Minimum)**

Graduation from high school and two to three years of administrative, real estate or customer service experience in a similar type of environment. An equivalent combination of education, experience and training will be considered. Must take appropriate classes to become certified as a CT Town Clerk within four years of hire. Must be a notary public or obtain Notary Public Certification.