

Town of Clarendon – Asst Town Clerk Position Available

Days and pay can be discussed accordingly, based on knowledge and experience

Job Definition:

Clerical work in connection with maintaining official municipal records, issuing various licenses and documents, assisting with elections, providing information to the general public and town departments, and all other related work as assigned.

Job Expectations

- Work under the general supervision of the Town Clerk and in conformance with all applicable policies, procedures, local ordinances and State and Federal law; must learn the Town Clerk's statutory responsibilities in order to serve in the Clerk's absence
- Maintain a friendly, neutral, cooperative and professional attitude with other employees, town officials, title researchers and general public
- Process and record all documents (land records, liens, vitals, plats, ordinances and zoning) in a timely manner
- Issue a variety of licenses (dog, birth, marriage, death, burial, and vehicle registration renewals)
- Issue certified copies of vital records
- Maintain Clarendon voters on the statewide voter checklist, process voter registrations
- Assist with management of federal, state and local elections (help set up polls, process absentee ballot requests, coordinate ballot printing, machine coding- Tabulator & Omni Ballot Tablet use and post warnings and checklists)
- Assist in taking and transcribing minutes for all Annual and Special Town Meetings when Town Clerk is not available
- Serve as Notary Public
- Attend educational seminars offered by the Vermont League of Cities and Towns (VLCT), Vermont Municipal Clerk and Treasurer's Association (VMCTA) and any other organization upon approval of the Town Clerk
- Answer general questions from the public at the counter, on the phone and emails; direct phone calls and walk-in inquiries to the proper department
- Administer the oath of office to town officials
- Open and sort mail

Must be honest, trustworthy, reliable and able to handle public information in a sensitive manner. Strong computer skills and ability to proficiently learn new software. Attention to detail and ability to work with the public.