Vacancy – Open to Current City of Shelton Employees who meet the Qualifications of the Position

April 3, 2020

I'm sending you this posting and job description which is open only to City of Shelton Employees.

This posting is for an INTERNAL, PROMOTIONAL EXAM for:

Records Clerk, City/Town Clerk

This Internal Posting closes on Friday, May 1, 2020.

Job Descriptions and Postings will remain for review on the Human Resources bulletin board at City Hall and will also be posted on the City of Shelton Human Resources page.

Applications are located online on the City of Shelton Human Resources Page and can be downloaded and completed for submission to the position (They are not fillable forms. The applications are also on the bulletin board outside of the Human Resources office on the first floor of City Hall.

Applications and resumes can be mailed back to Human Resources, City of Shelton, 54 Hill Street, Shelton, CT 06484 on or before May 1, 2020.

www.cityofshelton.org/human-resources

Thank you!

Katherine R. Christopher

Human Resources
NOTICE OF PROMOTIONAL EXAM:

Pursuant to Article VII of the City’s Merit System, there will be a promotional examination for current City of Shelton employees, who apply for the position and who meet the following minimum qualifications as stated in the job description for the Records Clerk position in the City/Town Clerk Office.

GENERAL DESCRIPTION: This is a responsible clerical position involving recording of land records, vital statistics, maps, the processing of various permits and licenses and other legal and election documents. Work involves responsibility dealing with the general public for the filing, copying, storage and retrieval of documents, maps, records and files for the administration of the Town Clerk’s office. Duties include filing, counter work, answering and directing phone inquiries, data entry, typing, forms distribution, receiving, recording, filing and indexing of land records and vitals, issuing licensing and permits and other routine clerical tasks related to the functions performed in the Town Clerk’s office.

SUPERVISION RECEIVED: Works under the general supervision of the City/Town Clerk and/or Assistant City/Town Clerk.

EXAMPLES OF DUTIES: Performs counter work processing applications, forms permits, licenses and related material; maintains a wide variety of files including Veteran’s Discharge Papers, liquor permits and vital statistics; receives, stamps and processes birth, marriage and death records both for the State of Connecticut and other towns and cities; records legal documents, maps and variances; issues a variety of licenses and permits including marriage, hunting and fishing, burial, dog licenses, trade name certificates and filing of liquor permits; serves as information clerk, providing information regarding the functions and operation of the department; processes return mail to attorneys, banks and mortgage companies and the general public; types various reports related to vitals and liquor permits; issues Absentee Ballots under direction of Town Clerk and/or Assistant Town Clerk; performs related duties as required; and possesses and executes Notary Public Certification.
CITY OF SHELTON JOB POSTING 04012020
CITY/TOWN CLERK’S OFFICE
Job Title: RECORDS CLERK
Salary: $38,205 – $45,482

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices and equipment, including specialized computer systems as applied to the Town Clerk’s operation. Good skill in operating multi-extension phone system, typewriter for vital documents, fax and copiers. Knowledge of regulations and procedures relative to the City/Town Clerk’s Office. Ability to acquire proficiency in use of computer programs and software used in the City/Town Clerk’s office. Good ability to understand and follow oral and written instructions. Good ability to communicate effectively orally, via telephone or in person and strong ability in written communication. Considerable ability to establish and maintain effective working relationships with the administration, superiors, associates, attorneys, real estate agents, title searchers, funeral directors and the general public. Ability to work in a typical office setting subject to interruptions, heavy traffic flow and under heavy work volume expectations. Must have considerable ability to use Microsoft products, specifically, WORD, EXCEL and OUTLOOK programs and ability to acquire proficiency in use of computer programs and software used in the City/Town Clerk’s office.

The Records Clerk Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and Local 1303-238 of Council #4, American Federation of State, county and Municipal Employees, AFL-CIO. Current job classification per the contract is B and the wage rate is $38,205 – $45,482 for this position.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

APPLICATION CLOSING DATE: Applications will be accepted through 5:30 p.m. Friday, May 1, 2020, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. Pursuant to Article VII of the Merit System, the qualified candidates will be invited to participate in an oral panel test. A score of the oral test will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will promote. Pursuant to Article VII, this position shall be a promotional examination.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF.
CITY OF SHELTON
CITY/TOWN CLERK’S OFFICE

JOB DESCRIPTION

TITLE: RECORDS CLERK

GENERAL JOB DESCRIPTION:

This is a responsible clerical position involving recording of land records, vital statistics, maps, the processing of various permits and licenses and other legal and election documents. Work involves responsibility dealing with the general public for the filing, copying, storage and retrieval of documents, maps, records and files for the administration of the Town Clerk’s office. Duties include filing, counter work, answering and directing phone inquiries, data entry, typing, forms distribution, receiving, recording, filing and indexing of land records and vitals, issuing licensing and permits and other routine clerical tasks related to the functions performed in the Town Clerk’s office.

The work requires that the employee have some knowledge, skill and ability in standard office procedures, computers, office equipment and communicating with the public. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records maintenance and preservation in the office. The work requires knowledge, skill and ability to operate, maintain and comprehend three (3) specialized computer systems which include land records, State Hunting & Fishing Licensing, Birth Certificate and Voter Registration.

SUPERVISION RECEIVED:

Works under the general supervision of the City/Town Clerk and/or Assistant City/Town Clerk.

EXAMPLES OF DUTIES:

- Performs counter work processing applications, forms permits, licenses and related material.

- Maintains a wide variety of files including Veteran’s Discharge Papers, liquor permits and vital statistics.

- Receives, stamps and processes birth, marriage and death records both for the State of Connecticut and other towns and cities.

- Records legal documents, maps and variances.

- Issues a variety of licenses and permits including marriage, hunting and fishing, burial, dog licenses, trade name certificates and filing of liquor permits.
CITY OF SHELTON

CITY/TOWN CLERK'S OFFICE

JOB DESCRIPTION

TITLE: RECORDS CLERK

-Serves as information clerk, providing information regarding the functions and operation of the department.

-Processes return mail to attorneys, banks and mortgage companies and the general public.

-Types various reports related to vitals and liquor permits.

-Issues Absentee Ballots under direction of Town Clerk and/or Assistant Town Clerk.

-Performs related duties as required.

-Notary Public Certification

KNOWLEDGE, SKILLS AND ABILITIES:

-Considerable knowledge of general office procedures, practices and equipment including specialized computer systems.

-Good skill in operating multi-extension phone system, typewriter for vital documents, fax and copiers.

-Knowledge of regulations and procedures relative to the City/Town Clerk’s Office.

-Ability to acquire proficiency in use of computer programs and software used in the City/Town Clerk’s office.

-Good ability to understand and follow oral and written instructions.

-Good ability to communicate effectively orally, via telephone or in person and strong ability in written communication.

-Considerable ability to establish and maintain effective working relationships with the administration, superiors, associates, attorneys, real estate agents, title searchers, funeral directors and the general public.

-Ability to work in a typical office setting subject to interruptions, heavy traffic flow and under heavy work volume expectations.
QUALIFICATIONS:

A high school diploma, plus one year experience in clerical work including public contact, some real estate knowledge either through law office or real estate office, or an equivalent combination of education and qualifying experience substituting on a year-to-year basis.

CLASSIFICATION:

Admin-Clerical Union Job Classification “B”.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.