

CITY OF SHELTON JOB POSTING 08252020
CITY/TOWN CLERK'S OFFICE
JOB TITLE: ASSISTANT CITY/TOWN
CLERK YEARLY SALARY: \$50,437 - \$60,044

The Assistant City/Town Clerk Job Description is attached describing the examples of duties, knowledge, skills and abilities and supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of general office procedures, practices and equipment including specialized computer systems. Good knowledge of departmental programs, policies, computer programs and operations, as applied to work performed, including but not limited to a proficiency with all Microsoft Office software (Excel, PowerPoint, Word, and Outlook), scanning, and other office equipment. Good knowledge of State laws, regulations and procedures and City ordinances related to the office of the City/Town Clerk. Considerable ability to communicate effectively orally and in writing. Considerable ability to pay attention to detail, and maintain, manage and monitor detailed records in the City/Town Clerk's office. Ability to maintain complex records accurately and prepare a myriad of reports from such records and departments. Considerable ability to establish and maintain effective working relationships with superiors, administration, associates, attorneys, title searchers, real estate agents, funeral directors and the general public.

EDUCATION, EXPERIENCE AND TRAINING: An Associate's Degree in Business Administration or a related field plus one (1) year of responsible records management experience, or a high school diploma or the equivalent including or supplemented by courses in business or records management plus three (3) years' of responsible records management experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

STARTING SALARY RANGE/JOB CLASSIFICATION: **\$50,437 - \$60,044** This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and Local 1303-238, Council #4, AFSCME, AFL-CIO dated May 18, 2018:

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 pm Friday, September 25, 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 interview. A score of the oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one (1) year from which the City will promote. **Pursuant to Article VII, this position shall be a promotional examination.**

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PROBATIONARY PERIOD: Pursuant to Article VI Section 6.1 of the Collective Bargaining Agreement between the City of Shelton and Local 1303-238, Council #4, AFSCME, AFL-CIO dated May 18, 2018, the successful applicant shall be considered probationary for six (6) months following the first day of work for the City of Shelton, unless otherwise modified.

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: ASSISTANT CITY/TOWN CLERK

GENERAL DESCRIPTION:

This is responsible clerical and administrative work involving the recording and administration of land, vital statistics and election documents. Work involves responsibility for the storage and retrieval of documents, maps, records and files and for the administration of application and filing procedures. Duties include receiving, recording, filing and indexing documents and recording voter and election information, issuing licenses and permits, and routine clerical tasks. This position also has the responsibility for making standard records management technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records management responsibilities of a City/Town Clerk's Office.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Has direct supervision of all employees assigned to him/her by the City/Town Clerk or his/her designated representative.

EXAMPLES OF DUTIES:

Receives, stamps and records documentation of land transactions, births, deaths, and marriages.

Records, indexes and proof-reads land record and documents.

Issues absentee voter ballots and maintains voting records.

Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping licenses; burial and disinterment permits; and files liquor permits.

Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.

Maintains a wide variety of files and record books.

Operates a variety of standard and specialized office machines.

Provides information on City records and recording procedures to attorneys, title searchers and the public, and assists in resolving problems and complaints.

Administers oaths to newly elected officials.

Serves as City/Town Clerk in the absence of City/Town Clerk.

CITY OF SHELTON
CITY/TOWN CLERK'S OFFICE
JOB DESCRIPTION

TITLE: ASSISTANT CITY/TOWN CLERK

Greets members of the public regarding permits, complaints, and inquiries. Supplies the corresponding documentation for said inquiries from the public, takes all necessary information by mail, email, phone or in-person, and refers them to the appropriate authorities.

Schedules all appointments, meetings, and work sessions on Outlook Calendar or other calendar (electronic or otherwise) used in the Department and notifies the necessary staff, including but not limited to maintaining calendars for boards, commissions and the administration.

Monitors, manages, maintains and inputs records of the City/Town Clerk's office into the computer system for the City/Town Clerk's office, including but not limited to the coordination of the computer system with other Departments, and the Department's webpages on the City's Website.

Acts as the principal staff person in the interface of shared information of the City/Town Clerk's software and/or other software used by the City to coordinate information and data in the office.

Coordinates City/Town Clerk office functions with the Secretary of State's office, other state and local agencies, municipal departments and other public and private agencies. Executes Certifications as a Notary Public.

Performs related work as required.

Notary Public certification required

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Considerable working knowledge of records management and office procedures and practices.

Considerable knowledge of standard modern office procedures, equipment and practices.

Good knowledge of departmental programs, policies, computer programs and operations, as applied to work performed, including but not limited to a proficiency with all Microsoft Office software (Excel, PowerPoint, Word, and Outlook), scanning, and other office equipment.

Good knowledge of State laws, regulations and procedures and City ordinances related to the Office of the City/Town Clerk.

Good skill in basic business mathematics.

Considerable ability to communicate effectively orally and in writing.

Considerable ability to pay attention to detail, and maintain, manage and monitor detailed records in the City/Town Clerk's office. Ability to maintain complex records accurately and prepare a myriad of reports from such records and Departments.

CITY OF SHELTON

CITY/TOWN CLERK'S OFFICE

JOB DESCRIPTION

TITLE: ASSISTANT CITY/TOWN CLERK

Considerable ability to establish and maintain effective working relationships with superiors, administration, associates, attorneys, title searchers and the general public.

QUALIFICATIONS:

An Associate's Degree in Business Administration or a related field plus one (1) year of responsible records management experience, or a high school diploma or the equivalent including or supplemented by courses in business or records management plus three (3) years of responsible records management experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must be or be able to become a Notary Public in the State of Connecticut.

ADMINISTRATIVE JOB CLASSIFICATION:

H.

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