Position Title: Records Clerk – Town Clerk's Office

Statement of Duties

Position provides clerical and support service to the Town Clerk's office. Work includes issuing various licenses and permits, registering voters, participating in the election process, assisting in the maintenance of vital records; maintaining and updating files; and performing a variety of clerical and support responsibilities as assigned.

Supervision

Employee works under the general supervision of the Town Clerk, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggest work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

The position has frequent contact with the public and other town departments, for the purpose of answering inquiries, giving, or receiving information, and/or explaining policies and procedures related to voter registration and elections materials. Contacts occur in person, in writing, via email, by facsimile, and on the telephone.

- Issue various licenses to the public, including dog, and DBA; answering related inquires.
- Prepare certified copies of vital records as requested for purchase.
- Assist with over the counter voter registration and maintain related files.
- Assist in preparation for Town, State, and Federal elections.
- Process daily mail and respond to requests received.
- Participate in annual town census, receiving, sorting, and maintaining hard copy files.
- Respond to requests from the public, answering questions, referring to appropriate departments.
- Provide clerical and customer service assistance to the Town Clerk's office; maintain and update filing system for office.
- Perform other duties as assigned by the Town Clerk

Education and Experience

A candidate for this position should have a High School Diploma and may require additional business training, and (1) to three (3) years of relevant work experience or an equivalent combination of education and experience.

A candidate for this position should have

- A working knowledge of State and Federal Laws and applicable by laws as they relate to Town Clerk functions.
- A working knowledge of office principles and practices, word processing and spreadsheets used by the department.
- A candidate should be able to manage multiple tasks, meet deadlines, and have excellent attention to details despite interruptions.

Hours and Compensation

Position is 19 hours per week; candidate must be very flexible about hours as requirements are varied during certain times of the year. Pay is Grade 2 – Step 4 - $16.18 per hour