

City of Derby Job Posting

Job title	<i>Administrative Clerical Clerk</i>
Reports to	<i>Town Clerk</i>
Job Type	<i>Full time, non-exempt City Hall bargaining unit position. Rate of Pay starting \$22.80/hour</i>
Location	<i>Derby, CT</i>
Department	<i>City of Derby Town Clerk</i>

General Statement of Duties: The position of Administrative Clerical Clerk includes but is not limited to the responsibilities of: Assisting lawyers, titles searchers, bankers, sheriffs and the general public with their requests to retrieve, record, and scan land records, determine and collect recording fees and conveyance taxes accessing land use records, subdivision and survey maps, and preparation of copies of these records when requested.

Essential Duties: Issuance of; dog licenses including entering data into a computer; sports licenses and local permits; processing CT voter registration data into a computer system; maintenance of archival agenda and minute books for various Boards and Commissions; uploading meeting minutes and agendas on website calendars; entering sexton reports, Notary Public certificates and tradename certificates into a computer database. The successful candidate shall apply for and get a Notary Public designation in the State of CT within 1 year.

Under the supervision of the City Town Clerk, the full-time Administrative Clerical Clerk is responsible for maintaining the Derby City records and serving the public in their various requests for documentation and records as maintained in the City Town Clerk's domain.

Minimum Qualifications:

Graduation from high school supplemented by business and commercial courses along with computer knowledge. Must be proficient using Word, Excel, Access, Adobe and Outlook. A minimum of one-year related experience, or equivalent. Exceptional communication and organizational skills and ability to manage multiple projects in a fast paced, deadline driven environment. Must possess proven experience dealing with the public and have exceptional customer service skills.

Job environment and Physical Requirements:

The position is in an office environment on the first floor of Derby City Hall. Ability to remain in a stationary position, often standing or sitting for prolonged periods of time. Ability to bend, stretch, reach, crouch, and twist. Must be able to file, carry and sort documents and perform necessary movements to move files, documents, and books. Ability to work in a setting subject to many interruptions and background noises. Ability to lift up to 25 lbs. occasionally.

Minimum Qualifications:

High school diploma or equivalent and prior experience with computer data entry, filing, basic math and

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a strong command of professional business etiquette.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting the Department of Human Resources at humanresources@derbyct.gov or at 203-736-8551. **Please include a fully completed City of Derby job description.**

Internal candidates will be considered first. Requests for consideration from City Hall union members must be received in the Human Resources office by February 13, 2025.

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Job Description
City of Derby, CT

Job Title:	<i>Administrative Clerical Clerk</i>
Reports to:	<i>City/Town Clerk</i>
Location:	<i>Derby City Hall</i>
Department:	<i>City Town Clerk</i>

GENERAL DESCRIPTION: Under the supervision of the Town/City Clerk, enters various forms, correspondence and lists into databases. Maintains the Boards and Commissions meeting minutes and agendas. This position shall retrieve, record, and scan land records, determine and collect recording fees and conveyance taxes. Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdividing and survey maps, and prepares copies of these records when requested.

Additional critical duties include: issuance of dog licenses and entering them into department computer, issues sports licenses and local permits, processes absentee ballots in the CT voter registration system, maintains archival agenda and minute books for various Boards and Commissions, uploads meeting minutes and agendas on website calendars enters sexton reports, Notary Public certificates and tradename certificates into database. The successful candidate shall also serve as a Notary Public in the State of CT.

Maintains and uploads meeting minutes and agendas on website calendars. Provides, filing, data collection and organizational skills to office. Answers phones and performs other clerical duties as assigned.

SUPERVISION RECEIVED: Works under the direct supervision of the City/Town Clerk or his/her designee, working within the statutes of the State of Connecticut and local ordinances.

EXAMPLES OF DUTIES: Retrieves, records and scans land records. Determines and collects recording fees and conveyance taxes. Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdividing and survey maps, and prepares copies of these records when requested.

Enters dog licenses into department computer. Issues sports licenses and local permits. Processes absentee ballots in the Connecticut voters registration system. Maintains archival agenda and minute books for various Boards and Commissions. Uploads meeting minutes and agendas on website calendars. Enters sexton reports, Notary Public, and tradename certificates into databases. Answers telephones and takes messages and inquiries from the public. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of or the ability to learn the City/Town Clerk's office procedures, applicable State Laws and City ordinances. Must possess the ability to use standard office machines, department computers, phones, faxes and typewriter. Must be proficient using Microsoft Office, Word, Excel, Access, Adobe and Outlook. Must have the ability to deal effectively, courteously and professionally with the general public. Must possess excellent oral and written communication skills. Must have the ability to establish and maintain effective working relationships with superiors, associates, subordinates, banks, officials of other agencies and the general public. Ability to properly utilize the City Seal. Serves as a Connecticut Notary Public. Prepares certified copies of documents and affixes seals.

PHYSICAL DEMANDS: *The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift and/or move up to 25 pounds. The employee must have the ability to routinely use hands, fingers, and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hands and arms. The employee is infrequently required to climb or balance, stoop, kneel, or crouch. There may be a requirement to climb stairs.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to always work professionally, cooperatively, and courteously with others. The employee must be able to interact with people who may be under physical and emotional stress. Must be able to maintain a calm demeanor in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and diffuse stressful situations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included, does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement or contract between the employer and the employee. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

Qualifications Required: Graduation from high school supplemented by business and commercial courses along with computer experience. Must be proficient using Word, Excel, Access, Adobe and Outlook. A minimum of one year of related experience, or equivalent. Exceptional communication and organizational skills. Must possess proven experience dealing with the public and have exceptional customer service skills.

Required Administrative Skills: Proficiency with Microsoft Office Word, PowerPoint, and Adobe. Standard office machines including copiers, printers, scanners, phones, calculators, etc.

Must have superior oral and written communication skills. Must be able to establish effective working relationships with elected/appointed representatives of the City along with department heads and line staff.