

CITY OF DERBY
JOB DESCRIPTION
ASSISTANT TOWN/CITY CLERK

TITLE: Assistant Town/City Clerk

OBJECTIVE:

Under the direct supervision of the Town Clerk, the Assistant Town Clerk performs clerical and administrative duties to assist in the execution of the functions of the Town Clerk and Registrar of Vital Statistics as set forth in the General Statutes of the State of Connecticut and City of Derby Ordinances; assists the public with specialized, historical and general information; researches records and statutes for Aldermen and City agencies and performs clerical office functions. Substitutes for the Town Clerk in his/her absence.

ESSENTIAL FUNCTIONS OF THE JOB:

Records, processes and indexes land records and deeds using the department computer to enter data into City records; determines and collects recording fees and conveyance taxes; maintains an accurate day book and indexes; updates status of property liens; prepares original documents for return; and informs Assessor and Tax Collector of all property transfers.

Records, indexes and files maps, Veterans Discharges (DD214 forms), liquor permits and trade name certificates; certifies military records for death and insurance benefits; takes oath from Notary Public appointees.

Inspects survey and subdivision maps for proper size, filing fee and necessary signature and seal; completes filing procedures for permanent retention of maps.

Assists attorneys, title searchers, bankers, sheriffs, and the general public with the use of land records, subdivision and survey maps and with specialized information concerning City regulations, procedures and agencies. Prepares copies of records as requested.

Issues licenses for marriage and certificates of death; certifies birth, death and marriage records as required; maintains confidentiality of births and adoption records; updates adoption files; indexes burials, cremations and disinterment processes; collects fees for all permits, licenses and certified copies; furnishes information on all aspects of Vital Statistics; compiles statistical data; prepares and submits reports; issues dog and sports licenses.

Posts City meetings on calendars and website and files notices. Assists the Town Clerk in preparing for elections; issues absentee ballots.

Prepares and maintains books of all receipts and sales; makes deposits to General Fund weekly; prepares end-of-month reports to the State for sport licenses and land records as required.

Assists with document management program including filing, posting and the archival of agendas, meetings and records of the City including on the City website.

Answers inquiries from the general public regarding land records, genealogy, etc.

Serves as a Notary Public. Prepares certified copies of documents and affixes seals to said documents. Performs other related duties as assigned.

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Under the direction of the Town/City Clerk, website content responsibility will be performed by developing the voice for all aspects of the City's online presence. In addition to writing, editing and proofreading site content, the Assistant Town Clerk will also work closely with City department heads to maintain site standards with regard to new development. Website content functions will also include crafting site promotions, small newsletters and online outreach campaigns. The Assistant Town Clerk will work closely with all departments of the City. Strong communication skills are necessary along with attention to detail and the ability to work under tight deadlines are a key component of the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Connecticut State Statutes and other legal documents.

Knowledge of office practices and procedures, fee collections, all areas of vital statistics and posting of legal notices.

Ability to organize and coordinate work in order to complete assignments in accordance with established due dates. Ability to maintain complete and accurate detailed records. Ability to type, operate a computer and other office equipment.

Ability to understand and apply provisions of State Statutes, local regulations and policies. Ability to work effectively with officials, employees and the general public on a direct basis.

Ability to create, develop and manage content for the City's web presence (requires working with content management software).

Ability to coordinate web project across departments and maintain a consistent look and feel throughout all web properties.

Ability to work with a cross-departmental team to maintain and develop the master content calendar for all web properties.

Ability to copy, edit and proofread all web content.

Ability to oversee freelancers including writers, copyeditors and community outreach organizers.

Must be able to keep current with emerging web technologies through relevant blogs, listservs and events.

Must be able to ensure that web-based information is archived for future need and reference.

Must track and report on all site metrics.

Must work cooperatively with key team members, clients and vendors.

REQUIRED EQUIPMENT OPERATION:

Operates office equipment including, but not limited to; a personal computer and printer for data entry and word processing; operates a telephone, calculator, fax machine, copier, mailing equipment and drives a motor vehicle.

MINIMUM QUALIFICATIONS REQUIRED: Graduation from high school supplemented by business and commercial courses along with computer knowledge plus a minimum of one (1) year of related experience or equivalent. A Bachelor's Degree is preferred. Must possess a motor vehicle operator's license and maintain a clean driving record. Exceptional communication and organizational skills are a necessity. Strong knowledge of all Microsoft products including but not limited to: Word, Excel, Outlook, Powerpoint and Adobe. Must be skilled at research and development of excellent record building and maintenance. Must have advanced knowledge of HTML and experience with popular content management systems.

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Must have the ability to manage multiple projects in a fast-paced, deadline driven environment. Must have basic Adobe Photoshop skills. Must have proven ability to build consensus and work effectively within a cross-departmental team.

An Assistant Town Clerk must possess a Certified Connecticut Town Clerk (CCTC) professional designation granted by the Connecticut Town Clerk's Association or obtain the CCTC professional designation within five (5) years of hire.

Supplemental Information

- Employment is contingent on successful completion of a pre-employment background check, drug screening and proof of eligibility to work in the United States.
- An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> Please also provide a cover letter and resume.
- Applications should be mailed or emailed to humanresources@derbyct.gov

or City Hall, 1 Elizabeth Street, Derby, CT 06418 attn: Human Resources

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.

Date Posted: July 26, 2024