

Assistant Town Clerk and Treasurer

Department: Town Clerk

Position Type: Part-Time (20 hours per week) with additional occasional coverage for Town Clerk due to illness or vacation.

Primary Duties and Responsibilities:

- Assist in the maintenance of official records and documents pertaining to real property, vital statistics, permits, licenses and other matters.
- Assist in overseeing the office vault, which is the house of records for the Town of Waterbury. As an assistant custodian for Town documents, the individual will follow the Records Management Plan to ensure the preservation and protection of all Town documents.
- Assist in the recording/filing of Town documents which include but are not limited to: all real estate records (deeds, liens, attachments), vital records (birth, death and marriage).
- Issue licenses for marriage, dogs and any other such licenses, permits and documents as directed by Federal, State or local government.
- Assist the Town Clerk in the Elections process. This includes but is not limited to check-in absentee/early ballots, acting as deputy presiding officer at all elections and assisting in all election related processes.
- Register with the Secretary of State as a Notary Public and perform notarial services as appropriate.
- Other duties as assigned. Waterbury residency is not required.
- The Assistant Town Treasurer will perform all duties assigned by the Treasurer in the management of all the Town's financial activities, including handling cash on a daily basis, reconciling cash drawer on a daily basis and weekly banking processing and assisting with tax bill payments.

Recommended Minimum Qualifications

Education and Experience:

- High School Diploma/GED with two years of office administration or other work-related areas OR
- Associate's degree
- Knowledge of municipal government and relevant statutes is helpful.
- Highly proficiency computer skills, including all Microsoft Office based products. Experience with NEMRC (New England Municipal Resource Center) is a plus, but not required.

- Detailed record keeping required, electronically and manually.
- Combinations of the above qualifications may be acceptable as determined by the Clerk.

Knowledge and Skills:

- Knowledge of office administration procedures.
- Excellent interpersonal skills.
- Strong problem-solving skills.
- Highly effective verbal, listening and communication skills.
- Strong work ethic with ability to multi-task.
- Ability to function under pressure in a busy, open-traffic area with frequent interruptions.

The above information is intended to describe the general nature of the Assistant Clerk and should not be considered a comprehensive statement of duties, activities, responsibilities and requirements; the position expectations are subject to change, with or without notice, at any time. This job description is neither an employment contract nor a promise to work for any specific length of time.

The Town of Waterbury is an Equal Employment Opportunity employer.