



Job Description

Title: Assistant Town Clerk (Part-Time)

Department: Town Clerk

Nature of work: Performs specialized and responsible work relating to the security and maintenance of official town records. Performs work as required relating to various licensing procedures and election details.

Work Schedule: 25 hours per week through June 30th, 2024, with part time benefits. 30 hours per week beginning July 1st, 2024, with full time benefits. Flexible work schedule as approved by Town Clerk, and as directed, occasional weekend and evening hours required during election, Town Meetings, BCA functions, tax abatement and appeal hearings.

Wage: \$23.13 per hour (FY'24); \$24.06 per hour (FY'25)

Supervision Received: Receives supervision from the Town Clerk or their designee while simultaneously working independently.

Supervision Exercised: Supervises volunteers as directed by Town Clerk

Essential Responsibilities:

- Responsible for the opening of the Town Clerk's office as scheduled.
- Participates in the receiving, indexing, and recording of original land instruments, including maintaining all hardware, software, and supplies, and acting as liaison with the land record system company, as well as preparing transmittal reports for Department of Taxes, and various other State agencies, as well as for Land Records company and other designated departments and individuals.
- Provides copies (including certified) of town records, primarily land and vital records.
- Prepares transmittal reports for Department of Taxes, and various other State agencies, as well as for Land Records company and other designated departments and individuals.
- Issues and indexes dog, marriage, liquor, and other licenses while assisting with necessary reporting.
- Collaboration in the preparation of elections and town meetings.
- Assists in the preparation and certification of election results to Secretary of State
- Provides information to political candidates and the public and media regarding the preparation of nominating petitions.
- Assist in the maintenance of the voter checklist in accordance with Federal and State Statutes.

- Assists in keeping the office up to date and in compliance with state statutes and procedures.
- Performs duties of Town Clerk in their absence
- Serves as a community source of information for a wide variety of questions.
- Operates office machines, including computer, photocopier, and Land Records scanner for the purpose of filming original land record documents.
- Daily responsibility for maintaining general functioning of the office including working with the public and checking for mail, online payments, Current Use System, My Vtax.
- Keep the Town Record Book and Zoning Bylaw Book up to date.
- Keep informational brochures up-to-date and stocked.
- Creates and updates written office procedures.

Non-Essential Duties and Tasks: *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Competencies Needed:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.

- Requires a high school diploma or equivalent, supplemented with relevant experience working with the public or in communications.
- Knowledge of modern office practices, procedures, and equipment, including the ability to use common computer applications. (Microsoft Suite = specifically Access, Google, other database management).
- Must be able to multi-task and re-prioritize work as needed.
- Ability to communicate effectively with the public, elected officials, and other government agencies.
- Able to establish and maintain effective working relationships with employees, other departments, and the public.
- Must be able to communicate effectively verbally and in writing.
- Must have a keen eye for detail and accuracy.
- Must be able to work effectively in the absence of close supervision.
- Must be able to work independently and as part of a team.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within the field.
- Knowledge of land record documents is a plus.
- Must be able to read cursive.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

Physical Demand: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position.

Reasonable accommodation may be made to enable individuals with disabilities to perform their work duties. While performing their duties the employee must be able to communicate verbally or hear. The employee is frequently required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach or twist and able to climb stairs. The employee may occasionally be required to lift or move up to 25 lbs. Specific vision abilities require the ability to read computer screens and printed documents including close, distance vision, with the ability to adjust focus with or without correction. Hear in the normal auditory range with or without correction. Must tolerate moderate noise levels and interruptions in a moderate to fast paced environment.

Work Environment:

Work duties are primarily performed in an office setting in moderate to fast paced work environment. Must be able to abruptly switch focus several times a day to address frequently changing priorities. Requires the ability to maintain mental focus within an open office atmosphere. Will be sitting, or standing while receiving, and directing calls with extensive use of a telephone, a computer and keyboard. Ability to work in a confined area (vault).

Union Status: Non-Union; new hires are on a 1-year probationary period from date of hire or transfer.

FLSA Status: Non-Exempt (hourly employee).

The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.

Job Description Acknowledgement

I have read and understand the functions and requirements of this position and am able to perform them. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position. I also understand that this is not a contract and employment remain at will for both me and my employer.

Signature of Employee