

Town of Lebanon
Assistant Town Clerk
Job Description

Work Week: 35 hours

Supervision: Under the direct supervision of the Town Clerk

Position Definition:

Appointed position which provides varied administrative and technical support to the Town Clerk. Responsible for performing a wide range of clerical and record keeping duties. Records and reports land records and vital statistics, issues licenses and permits; assists in the administration of elections; and assumes responsibility of office in the absence of the Town Clerk. The employee is required to use tact in dealing with the public and the ability to interpret all current statutes, regulations and ordinances governing the responsibilities of the Town Clerk and the office.

General Duties:

Receives oral instructions from the Town Clerk. Plans work according to established office procedures. Works with public in person or by telephone. Prepares correspondence in response to routine inquiries. Explains and records land record information in day book and general indexes. Determines information needed for Grantor and Grantee indexes. Enters information into an automated record system. Inputs grantee, grantor, document number, type of document, volume, page, description of land, date and time recorded by computer terminal. Verifies accuracy of information by comparing computer printout to source documents. Transmits sales ratio forms to the Assessor. Receives in, and calculates, recording fees and conveyance taxes for deed transfers, land maps, and trade name certificates. Receives veterans discharge papers for recording. Receives and files liquor permits. Assists in distribution of absentee ballot forms and other details for general and special elections, including legal notices, liaison with printers, submission of information to Secretary of State, and coordinating of supplies for polling places. Issues and receives fees for dog, hunting, trapping, fishing and related licenses. Enters licensing information into automated system by computer terminal. Acts as Assistant Registrar of Vital Statistics. Records and indexes births, deaths and marriages. Receives and reviews applications for certification as Notary Public. Issues marriage and civil union licenses. Maintains confidential records. Assumes Town Clerk's duties and responsibilities as necessary. Reports work accomplished to Town Clerk.

Additional Duties:

Serves as clerk to town meetings in absence of Town Clerk. Screens telephone calls and responds as able. Provides technical information and assistance to title searchers, attorneys, and members of the public. Perform related duties as required. Files minutes and agendas of all town board and commission meetings. May be required to train new Town Clerk.

Qualifications Profile:

The skills and knowledge required would generally be acquired with a high school education with three years of progressively responsible secretarial or office administrative work, including two years experience in working with land records. Ability to operate personal computer and basic software programs. Ability to work with extreme accuracy in recording information. Ability to type with speed and accuracy. Ability to establish and maintain complex files and record systems. Ability to work with a minimum of supervision. Ability to compose clear and correct letters and reports. Ability to process large quantities of paperwork accurately and efficiently. Ability to relate positively and with extreme courtesy when working with the public. Ability to act discretely in processing sensitive information. Ability to attain Certification as a Municipal Clerk. Must be sworn in to duties of the office according to state statute.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform the essential functions of the job with or without reasonable accommodations. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

General Guidelines:

The duties listed herein, are intended only as illustrations 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 the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.