

DEPUTY TOWN CLERK

GENERAL STATEMENT OF DUTIES: Assists the Town Clerk in all phases of work and is deputized to act for and on behalf of the Town Clerk; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible administrative position requiring the incumbent to assist the Town Clerk in all the areas of responsibilities as mandated by law. As Deputy, the incumbent is required to act for and on behalf of the Town Clerk. Independent action is required when questions arise and the Town Clerk is not available for consultation. Supervision may be exercised over a small number of clerical personnel assigned to the Town Clerk's Office.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the custody of all records, books and papers of the Town;

Registers births and deaths and issues burial permits, in the absence or inability of the Registrar of Vital Statistics;

Filing of certificates, oaths and other papers required by law;

Records Federal tax liens;

Maintains tort claims records;

Maintains ordinance book;

Issues dog, marriage, bingo, explosive and other licenses and collects fees for such licenses;

Types correspondence and other materials as required;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs all above duties and others required of the Town Clerk.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practice including filing systems and use of labor saving devices in office work; good knowledge of Town Law and procedures; ability to initiate and maintain clerical records; ability to understand and carry out complex oral and written instructions; ability to keep simple financial records; ability to deal with the public effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; honesty; dependability; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND ABILITIES: Graduation from high school or possession of an equivalency diploma and three years of clerical experience; or (b) graduation from a two year post high school business course and one year of clerical experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.