

DEPUTY TOWN CLERK
TOWN OF BERLIN
An Equal Opportunity Employer

The Town of Berlin is seeking applicants for a full time Deputy Town Clerk. Applications are available on the Town's website at <http://www.town.berlin.ct.us> and the Town Manager's Office, 240 Kensington Road, Berlin, CT. Applications may be returned by email to csullivan@town.berlin.town.us or the Town Manager's Office, 240 Kensington Road, Berlin, CT 06037 by 4 p.m. on Monday, April 2, 2018.

A Bachelor's degree with a minimum of two years related work experience preferred, or equivalent education and directly related experience. CT Certified Town Clerk or ability to obtain within three years, must possess and maintain certificate of appointment as a notary public within the state of CT. Must be sworn to the duties of the office according to the state statute for both Deputy/Assistant Town Clerk and Assistant Registrar of Vital Statistics. Must maintain a comprehensive technical and practical knowledge of the materials, methods and techniques relative to the Town Clerk's Office with the ability to plan, assign and supervise the work of employees engaged in a variety of day-to-day operations. Communicates effectively orally and in writing. Establishes effective working relationships with fellow employees and deals with the public tactfully, and effectively. Must have strong management and leadership skills, as well as the ability to develop policies and procedures to accomplish goals and objectives. Must be familiar with Freedom of Information. Must be able to deal with confidential information. Must be proficient with Microsoft Word, Excel, and the Web Page. Must be able to work independently.

Additional information may be found on the Town's website at www.town.berlin.ct.us under Employment Opportunities.