



City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

**TOWN & CITY CLERK
CITY CLERK'S DEPARTMENT**

SUMMARY: Administers the statutory, charter, and ordinance responsibilities of the Office, including the recording, reporting, and maintenance of land records, vital statistics, various documents, and all Council, Board, and Commission meeting minutes and records; acts as Secretary to the City Council and to the Joint Board; oversees and administers general and special elections; and supervises the receipt, recording, and reconciliation of various fees. Plans, administers, and supervises activities and responsibilities of the Town and City Clerk's office. Provides procedures for public to review all public records; responds to general inquiries of the public. Oversees the issuance of various licenses and permits. Acts as custodian of the City Seal, Town Seal, and Registrar of Vital Statistics Seal. Maintains financial records; prepares monthly and annual reports to State Departments of Environmental Protection, Health, and Revenue Services, and required reports for the Secretary of State. Prepares and administers department budget. Prepares ballots, receives absentee ballots, registers voters, and prepares legal notices including proposed and adopted ordinances, elections results, etc. Participates in professional public administration organizations to remain current in field.

QUALIFICATIONS PROFILE: Associate's degree in Business or Public Administration or a closely related field with office management experience desired. Requires 3 years' experience in the Connecticut system of land records and administrative management. Requires proficiency with database, spread sheet and word processing software, and excellent written and oral communication skills.

LICENSE OR CERTIFICATIONS: Must become a State of Connecticut certified municipal clerk within the first four years of appointment. Must be or acquire notary public.

BENEFITS include Defined Benefit Pension Plan, generous time off (includes personal days, perfect attendance days, vacation, accrued sick leave, including 12 full day holidays & 2 half day holidays) & insurance package (includes medical, dental, vision care, prescriptions, life, and short term disability).

SALARY RANGE: \$91,950 – and up to \$121,004/yr. (dependent upon experience).

SUBMIT ONLINE APPLICATION w/RESUME:

www.bristolct.gov

DEADLINE: Open until filled.

EQUAL OPPORTUNITY EMPLOYER