



CITY OF NASHUA

NOTICE OF VACANCY

POSITION: Deputy City Clerk

DEPARTMENT: City Clerk

HOURS WORKED: 1st Shift (8:00am – 5:00pm), Mon to Fri

AFFILIATION: Unaffiliated

SALARY & GRADE: Grade 14, wage dependent upon experience

PRIMARY DUTIES

The principle function of this position is to oversee the day-to-day operations of the City Clerk's Office. The Deputy City Clerk performs duties prescribed by law, the city charter, and city ordinances.

Under the direction of the City Clerk, works to effectively utilize support staff in completing responsibilities of the office. Measures and evaluates work performance, assigns work schedules, develops training and work procedure guidelines, prioritizes workloads and delegates essential tasks. Responsible for ensuring that staff provides professional, friendly and efficient service to meet the needs and expectations of the citizens of Nashua and the public at large. The Deputy City Clerk deals directly with customers and other departments either by telephone, electronically, or face-to-face; responds promptly to customer inquiries; handles and resolves customer complaints; and drives improvements to customer service. Oversees the department's records management program, including disposition of records in accordance with state regulations and laws; implements records and information management policies and procedures; and establishes records management systems to meet the demands of the office. Performs and completes administrative office duties of considerable difficulty involving the recording of various meetings of the Board of Aldermen; the issuance of licenses; the conduct of elections and other operational requirements of the City Clerk's Office. Certifies city documents; prescribes oaths of offices; represents City Clerk's Office at statehouse, at NH City and Town Clerk Association meetings, and at user-group meetings of various state agencies; assumes duties and authority of City Clerk during absences; and performs related duties as required. This position will require work in the evening and weekends, so candidate must be available to work extra hours when needed.

QUALIFICATIONS

Experience in a town or city clerk office, in records management, and/or in a customer-service driven industry preferred. A minimum of three (3) years of supervisory experience in an office setting. Bachelor's Degree with specialization in Office Administration, Business Management, Public Administration, Records Management, or a related field preferred, but a combination of education and experience will be considered. Must have a general knowledge of city ordinances and state statutes relating to the office and must be able to quickly acquire the required knowledge, skills and abilities, in areas of deficiency. Must attain and maintain certification by the New Hampshire City and Town Clerk's Association as a New Hampshire Certified Deputy Clerk. Must be accurate, detailed oriented, accustomed to meeting deadlines and able to remain calm and professional when dealing with difficult situations. Must have proven analytical/math skills and have strong written and verbal communication skills. Must have proficiency in the use of personal computers and MS Office Suite software and customized software applications appropriate to assigned tasks. Must possess a valid driver's license and be able to obtain certification as a Notary and Justice of the Peace. Applicant must be willing to acquire the necessary skills, knowledge and/or certification in managing municipal records retention, storage and disposal.

APPLICATION PROCEDURE

Submit cover letter, application, resume, and three professional references at: <http://applitrack.com/nashua/onlineapp/>
EQUAL OPPORTUNITY EMPLOYER - Recruiting practices shall be consistent with State and Federal Law (06/04/2019)