

## **TOWN OF ROCKY HILL JOB POSTING**

**(This is an advertisement. Please see pages 2-3 for a detailed job description.)**

### **TOWN CLERK**

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for the position of Town Clerk. Please see the attached job description for a list of job duties required qualifications.

This position is non-bargaining. Salary will be commensurate with experience. Hours will be in accordance with the Town of Rocky Hill's Personnel Rules which can be viewed online at: [http://www.rockyhillct.gov/Personnel%20Rules %202017%2007%2001.pdf](http://www.rockyhillct.gov/Personnel%20Rules%202017%2007%2001.pdf).

Application materials must clearly reflect relevant experience and achievements. Interested applicants must submit each of the following: 1) A resume; 2) letter of interest which sets forth compensation requirements; and 3) completed Town of Rocky Hill Application for Employment. All application materials must be submitted via electronic mail to the attention of: Dana McGee ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)). Incomplete applications will not be considered. Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

**The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.**

**Town of Rocky Hill  
Job Description**

**POSITION:** TOWN CLERK  
**DEPARTMENT:** TOWN CLERK'S OFFICE  
**REPORTS TO:** TOWN MANAGER  
**SUPERVISES:** TOWN CLERK'S OFFICE EMPLOYEES  
**BARGAINING UNIT:** NON-BARGAINING

**Summary of Responsibility:**

Within the constraints of Connecticut State Statute and under the general administrative supervision and direction of the Town Manager, this position is responsible for administration and management of processes specific to land records, elections, vital statistics, licensing and various other municipal records in compliance with state statutes, federal regulations, municipal charter and local ordinances. This position ensures that administrative duties of Town government are carried out in a prompt, efficient and lawful manner.

**Essential Functions:**

1. Maintains land records, including paging, photographing, indexing, and processing of such records daily, and checks notations where required on previously recorded instruments.
2. Records chattel mortgages, appropriate corporation records, and personal property liens.
3. Prepares lists of transfers affecting real estate for the Assessor.
4. Records veterans' discharges and sends notifications to the Assessor.
5. As Registrar of Vital Statistics, issues marriage licenses, fishing, hunting, and dog licenses.
6. Prepares certified copies of documents, including vital statistics, for public and State agencies, and is responsible for records management in accordance with records retention regulations.
7. Posts and publishes legal notices.
8. Serves as agent of the town for the filing of claims against the Town
9. Handles codification, distribution and sale of ordinances and regulations
10. Examines qualifications of electors as member of board of admissions.
11. Handles primary law requirements preceding an election.
12. Issues absentee ballots prior to elections.
13. Tabulates and forwards election results to the Secretary of State.
14. Keeps and indexes Town Council minutes, when so directed by the Town Manager.
15. Deals with public daily, and provides information to citizens on all phases of local affairs.
16. Collects fines, prepares receipts, notices and warrants, and processes parking violations.
17. Issues certificates of authority to Justices of the Peace, Notary Publics or Commissioners of the Superior Court that reside in, or are employed by, the Town of Rocky Hill.
18. Supervises, trains and evaluates departmental staff.
19. Participates in professional self-development programs and continuing education opportunities
20. Does related work as required by the Town Manager.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

**Qualifications and Competencies:**

1. Five (5) years' responsible experience as an office supervisor or office manager or in lieu thereof two (2) years' education or experience in a law office or town clerk's office or in lieu thereof at least four (4) years' responsible experience as a secretary or in lieu thereof any equivalent combination of experience and training.
2. Must possess designation as a Certified Connecticut Town Clerk.
3. Knowledge of laws, ordinances, and charter provisions governing duties of town clerk and registrar of vital statistics.
4. Knowledge of deeds, mortgages, liens, releases, attachments, and other legal instruments used in connection with ownership or changes in status of property.
5. Knowledge of election laws.
6. Considerable records management ability demonstrated by the processing of a high volume of paperwork accurately and efficiently and the ability to maintain complex file and record systems
7. Knowledge of and ability to establish and maintain automated records and systems including spreadsheet and database software.
8. Ability to apply legal interpretations to problems of the office.
9. Ability to prepare and administer the department's budgets.
10. Supervisory ability, including ability to build and maintain a professional and collegial work environment.
11. Ability to establish and maintain effective working relationships with associates and the general public.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.