



TOWN OF BRANFORD

ASSISTANT TOWN CLERK

Do you want to change your career or have *municipal town clerk, records management or administrative experience*? Do you enjoy working in a team environment, have a proactive helpful approach to working with others; enjoy meeting and greeting the public and take great pride in your work with attention to detail? Then you may wish to submit your resume for consideration for the **Assistant Town Clerk position** for the Town of Branford, Connecticut.

Perform administrative and technical work in a variety of capacities including: recording and scanning of deeds and vital records, assist in elections functions, assist public in accessing records and obtaining information;

Essential Functions and Responsibilities:

- Scan and maintain all recorded deeds; responsible for indexing and filing maps and surveys, including preparing for digitization;
- Assist Town Clerk with election related functions including preparation, issuance, reporting and follow up for absentee ballots in all elections, primaries and referendums;
- Receive and distribute daily correspondence and mail;
- Maintain calendar of meetings, special meetings and cancellations; scan and file all agendas, minutes, and reports for Boards and Commissions;
- Maintain list of appointments;
- Recording and filing of liquor permits, trade names, tax liens, sewer assessments and water assessments.
- Excellent customer service delivery.
- Daily use of multiple computer data operating systems, as required by various functions
- Respond to voter and election questions;
- Record and index documents (deeds) on the land records and instruct public on use of land records; prepare certified copies of documents and affix seal; record and issue veteran discharge papers (DD-214s).
- Certify notaries, administer oaths and receive, direct and handle general requests from correspondence, over the telephone and in person.
- Issue burial, cremation and disinterment permits. Issue certified copies of death, birth, marriage and civil union certificates.
- Issue sport and dog licenses; Cash out, deposits and reports for the day; Assist, as needed, in preparation of monthly and yearly reports.

Required Qualifications:

Education, Training and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and exceptional reading and comprehension skills. Requires outstanding communication and organizational skills. Several years of experience in customer service and/or office work, or any equivalent combination of related education and experience (Bachelor's degree and one plus years work experience preferred)

Special Requirements:

A valid CT driver's license. Must be willing to attend classes to become a Certified Connecticut Town Clerk, and willing to take additional classes, attend seminars and conferences, as deemed necessary. Approved courses, seminars etc. paid for by the Town of Branford.

We are an EEO employer, women and minorities encouraged to apply. Please send your resume to careers@branford-ct.gov. All resumes received are confidential.

Job Type: Full-time

Salary: \$25.24 - \$28.05 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday 8:30 to 4:30
- Occasional extra hours during election cycle

Work Location: In-person