

The Town of New Hartford is recruiting for a Town Clerk. The Town Clerk is responsible for maintaining processes specific to land records, elections, vital statistics, licensing and various other municipal records in compliance with state statutes, federal regulations and local ordinances.

The Town Clerk is an appointed position and is appointed by the Board of Selectmen. The term of the appointment is 4 years. The Town Clerk works under the direction of the First Selectman and is a member of National Association of Government Employees (NAGE) Local RI-231. Benefits include insurance, vacation pay, sick days and retirement plan.

The selected candidate must have the ability to attain designation as a Certified Connecticut Town Clerk by the State of Connecticut Town Clerk Association or as a Certified Municipal Clerk (CMC) as certified by the International Institute of Municipal Clerks within 3 years. Interested applicants can call the First Selectman's Office at 860-379-3389 or send an email to [town@newhartfordct.gov](mailto:town@newhartfordct.gov) to request an application or get additional information.