



## DEPUTY TOWN CLERK

The **Town of Windsor, CT** is seeking a detail oriented and collaborative individual to be responsible for technical and administrative duties in the Town Clerk's office. This **Deputy Town Clerk** position is a great opportunity for an experienced professional who wants to get the job done and takes pride in their work. To succeed in this role this person will enjoy delivering excellent customer service to the public. If this sounds like you, let us know. We cannot wait to meet you!

The Town and its employees strive to create an exceptional quality of life that engages citizens, provides commercial and leisure amenities, promotes business and employment opportunities and provides unsurpassed value to taxpayers. The **Deputy Town Clerk** position plays a key role in the Town Clerk's Office, in helping achieve these goals.

In this role, you will work in a team environment that includes the Town Clerk and two part-time team members. The salary range is \$55,262 to \$74,604 with starting salary DOQ. Town employees enjoy a comprehensive benefit package, including but not limited to, health, dental and life insurance, tuition reimbursement, short and long term disability and a defined contribution retirement plan.

### The position

The incumbent will be responsible for processing records of land transactions, births, deaths, marriages, and other vital statistics; issuing a variety of licenses and permits; implementing a comprehensive records management program; and assisting with elections.

### Our Ideal Candidate will:

- Be enthusiastic, team-spirited, motivated, organized, and value quality customer service.
- Communicate effectively orally and in writing with diverse customers and coworkers.
- Have knowledge of records management techniques, including legal requirements for recording, retention and disclosure; good knowledge of office procedures and practices; ability to handle frequent interruptions and specific deadlines.
- Be able to accurately type at least 40 words per minute with strong attention to detail, good math skills with ability to calculate fees and make correct change.
- Understand and follow complex written and oral instructions; ability to learn related laws, regulations and procedures; establish and maintain effective working relationships with other employees, customers and the general public; be organized with good reasoning skills.
- Have skill in the use of the Internet; Microsoft Office, database software, and email.

### Minimum Qualifications

#### *Education and Experience*

- Bachelor's degree in public administration, business, library science or a related field, with one year of records management experience; or any equivalent combination of education and experience.

### Special Requirements

- Designation as, or ability to obtain, Notary Public Commission, Certified Connecticut Town Clerk through the State of CT, and Deputy Registrar of Vital Statistics.

**To apply:** Complete an on-line application at [townofwindsorct.com/jobs](http://townofwindsorct.com/jobs) and attach a cover letter *with salary requirements* by Friday, **Sept. 28, 2018** at 5:00 p.m. The Town of Windsor is an Equal Opportunity Employer and values diversity at all levels of the workforce. EOE/AA.