

TOWN OF CANTON

TITLE: Town Clerk

CLASS: Department Head/ Exempt

DEPARTMENT: Office of the Town Clerk

DATE: June 14, 2023

POSITION DESCRIPTION

Position performs a variety of administrative, technical and clerical work in providing, maintaining, and recording Town records. This position serves as the Recorder of Land Records, Registrar of Vital Statistics, and Elections Officer in accordance with State Statute, as well as issuer of various licenses.

SUPERVISION EXERCISED

Supervises Assistant Town Clerk.

ESSENTIAL JOB FUNCTIONS

- Exercises all authority and meets all responsibilities as specified by Town, State and Federal law.
- Develops department policies and procedures and assigns, trains, and supervises staff.
- Provides certified copies of public records, validates official documents and ensures posting of official notices and ordinances.
- Records, indexes and preserves municipal land records, surveys and maps.
- Maintains official records of the charter, ordinances, oaths, appointments, petitions, town budgets, audits and annual reports.
- Records, indexes and files veteran discharges, liquor permits, and trade name certificates; notifies appropriate agencies as needed.
- Issues certificates of authority to justices of the peace and notary publics.
- Administers the oath of office of elected and appointed officials.
- Prepare and administers operating budget for department; presents budget to Chief Administrative Officer and Board of Selectmen. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits.
- Registers and maintains original birth, marriage, civil union, death and fetal death records; issues certified copies of vital statistics records and provides periodic reports to State Department of Health as required by law.
- Serves as a notary for Town officials and the public.
- Accounts for all public monies collected by the office including permit fees, recording fees, and conveyance taxes.
- Attends conferences and meetings to keep current on legal requirements and best practices of Town Clerks.
- Reviews, recommends and implements new and innovative technology relating to public records.
- Identifies and pursues funding and other resources.
- Prepares, prints absentee ballots and machine materials. Ascertains who may vote by absentee ballot and sends out and receives executed absentee ballots.
- Serves as the Clerk for the Annual Town Meeting and all Special Town Meetings. Posts legal notices for all such meetings including public hearings for the Board of Selectmen.
- Responds to general inquiries from the staff, public and officials on a variety of issues including research and genealogy.
- Manages Town communication via the Town's website and social media.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Ability to apply State and federal laws, town ordinances, departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to acquire a working knowledge of laws and regulations pertaining to elections, land transfers, and vital statistics and to assist the public in understanding related policies.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volumes of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons.
- Ability to understand municipal operations and budgetary impacts.
- Ability to operate data and word processing equipment and computer terminal(s) to access, process and retrieve information contained in file records and computer databases.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Ability to train, assign, supervise and evaluate office staff effectively.
- Ability to interpret and follow the requirements of the Freedom of Information Act.
- Proficient in Microsoft Outlook, Excel and Microsoft Word.
- Knowledge of COTT Systems and QScend websites desirable.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. Much of the work is sedentary in nature. The employee will be required to provide his/ her own transportation. The employee may be required to work additional hours beyond regularly scheduled work day to meet cyclical workload. The work will include extended periods of time viewing a computer monitor and/ or operating a keyboard. There is on-the-job stress; especially meeting report deadlines, working in an office with continuous interruptions and meeting with the public. The employee needs the ability to concentrate on fine detail despite considerable interruption.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma (or GED equivalent) required. Additional college education is preferred.

A minimum of three (3) years of Town Clerk Office experience or equivalent experience and training is required. Certified Connecticut Town Clerk is preferred.

LICENSE OR CERTIFICATE:

- Must possess a valid driver's license.

- Possession of Certified Connecticut Town Clerk (CCTC) or the ability to attain such designation within three years.
- Must be bondable in accordance with Connecticut General Statutes.

Note: The above description is illustrative only. It is not meant to be all-inclusive.