

# TOWN OF SOMERS

## Position Description

**Title: Town Clerk**  
**Department: Town Clerk**  
**Reports To: First Selectman**

**Supervises: Assistant Town Clerk**  
**FLSA Status: Full-time, exempt**  
**Bargaining Unit: N/A**

***This is an elected position.***

**Position Summary:** Direct and administer the statutory, regulatory and charter responsibilities specific to the recording, security and reporting of land records, vital statistics and other official documents, special and general elections, and issuing of various permits and licenses and the collection of related fees. Maintain files of notices, minutes, votes, advisory rulings, reports and ordinances from board, commission and committee meetings. The work involves attention to details to maintain accurate records, answering customer inquiries and managing the office. The Town Clerk is required to exercise considerable independent judgment in administering and managing the office under local and state law and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Major Job Duties:**

**Management/Service:** Oversees/provides service to the staff and public and responds to general inquiries from the staff, public and officials on a variety of issues including permits & licenses, research, land records, board/commission actions, local & state statutes and genealogy. Performs a variety of voter administration functions including voter registration, absentee ballot administration, petitions and enrollment in political parties; maintains voting records. Administer oaths to newly elected and appointed officials. Records and certifies Notary Publics; serves as a notary for Town officials and the public. Serves as a United States Passport Agent. Files and posts public meeting minutes, agendas, votes, appointments and terms of office for elected officials and appointed board and commission members. Direct office operations; resolve difficult problems for staff and customers. Develops and implements policies and procedures for the office of the Town clerk.

**Technical:** Serves as technical/advisory expert on the town charter, town ordinances, state statutes, and Freedom of Information Act administration. Oversee, prepare, finalizes various reports to such state agencies as Secretary of State, DEP, etc; also prepares grants as necessary. Supervises and performs work in the areas of:

- recording, processing and indexing of land records including maps, and other official documents using automated and scanning systems; prepares indices on a daily and monthly basis, update land record books;
- processing vital statistics such as: issuing birth and death certificates, marriage licenses and cremation, burial, and disinterment permits and records;
- indexing and filing vital statistical information; issuing of a variety of licenses and permits such as canine and sport licenses and a variety of other individual forms such as voter registration cards and other permits as authorized;
- recording, indexing, and filing maps, veteran discharges, liquor permits, and trade name certificates; notifies appropriate agencies as needed;
- the codifying of Town ordinances and regulations.

**Approved by:**

**Approved by:**

**Last Revision Date: 12/08**

**1<sup>st</sup> Selectman/on file**

**HR/on file**

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**Date:**

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**Teamwork:** As a member of the Town's management team, works cooperatively with all other team members in the general management, oversight and direction of town operations under the leadership of the First Selectman.

**Financial:** Supervises, receives, processes, and maintains records of all funds received, including various fees and taxes, and allocates to various accounts. Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Utilizes prescribed financial software to track transactions.

**Human Resources:** Provides leadership, training, coaching, direction, and supervision to assigned staff. Administers performance management plan in accordance with established human resources procedures. Consults with Human Resources and First Selectman on such personnel actions as hiring, termination, and discipline and obtains final approval from First Selectman to hire and fire.

### Qualifications:

- Elector of the Town of Somers;
- Bachelors Degree in public administration or related field;
- More than 5 years of business, accounting or municipal experience, real estate, banking experience, or paralegal experience, including the supervision of others; customer service and computer experience desired;
- OR any equivalent combination of education, work experience and training;
- Ability to prioritize department operations to meet established statutory deadlines and deal with diverse details;
- Ability to handle several tasks simultaneously in fast-paced environment where attention to details is critical to success;
- ability to work efficiently and effectively with minimal supervision;
- Ability to be friendly and helpful with public, attorneys, real estate developers, appraisers, Town and State officials as well as organized and accurate with staff and other departments;
- Proficient at intermediate levels with the Microsoft Office software suite (including Word, Outlook, Excel, Access and Powerpoint) as well as with web browsers to accomplish internet research as necessary.
- Connecticut Town Clerk Certification;
- CMC and IMMC Certification desirable, but not required;
- Valid CT Drivers license.

### Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. At times the environment may have extensive customer traffic, distractions and noise. Frequently, interactions will involve inquisitive customers, who may be agitated regarding their inquiries. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour;
- Work with a computer, scanner, facsimile machine, copier, electronic adding machine, and a telephone, or sit and listen to information for periods in excess of one hour;

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- Tolerate a moderately noisy office environment;
- Intermittently lift up to 25 pounds of office supplies;
- Stand, lift, reach and bend to store and access records and files in the course of maintaining records and providing service to customers and support to the department within the office environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

**Approved by:**

**1<sup>st</sup> Selectman/on file**

**Date:**

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**HR/on file**

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