

**JOB TITLE:** Assistant Town Clerk      **FLSA:** Non-Exempt  
**DEPARTMENT:** Town Clerk Office      **Job Status:** Part Time (19 Hours Per Week)  
**DATE:** July 26, 2023      **Pay Range:** \$15.00-\$17.50 Per Hour  
**REPORTS TO:** Town Clerk

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*Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.*

**SUMMARY OF JOB PURPOSE:**

Part-time Assistant Town Clerk (19 hours per week)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Detailed clerical work in connection with maintaining official municipal records, documents, issuing business licenses and permits, assisting with elections, providing information to the general public and all other related work as assigned.

**JOB EXPECTATIONS**

- Work under the general supervision of the Town Clerk and in conformance with all applicable policies, procedures, local ordinances and State and Federal law; must learn most of the Town Clerk’s statutory responsibilities in order to serve in the Town Clerk’s absence.
- Maintain a friendly, neutral, cooperative and professional attitude with other employees, town officials, and general public
- Process and record all documents in a timely manner
- Issue business licenses and permits
- Assist in taking and transcribing minutes in Town Clerk’s absence
- Answer general questions from the public
- Assists Town Clerk with maintenance of Town website
- Files, maintains, retrieves, tracks requests for Town records
- Performs Notary Public services
- Post meeting notices for Town boards and committees
- Schedules and organizes Town events
- Keeps public buildings clean and orderly
- Research and compile information as required

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Highly organized
- Detail orientated
- Computer skills; Word, Adobe, etc.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED

Work experience in an office environment or municipal government

Valid Driver's License

Notary Public certification within six months

**GENERAL INFORMATION:**

Direct Deposit Bi-Weekly

Drug Screen and Background Check Required

90 day Probationary Period