

**JOB DESCRIPTION  
TOWN OF EASTON**

**ASSISTANT TOWN CLERK and ASSISTANT REGISTRAR OF VITAL STATISTICS**

**General Statement of Duties:**

The Assistant Town Clerk in the capacities of Assistant Town Clerk and Registrar of Vital Statistics provides specialized and general administrative, technical, and clerical support to the Town Clerk in the administration and execution of the functions of the Town Clerk and Registrar of Vital Statistics as imposed by the General Statutes of the State of Connecticut (C.G.S.), Federal regulations, local ordinances, Connecticut State Library, and Connecticut Town Clerks Association (CTCA). Responsible for recording, indexing, and fee collection for all land records, maps, minutes, agendas, notices, elections, vital statistics, licensing, and other municipal records in accordance with office procedures for processing and archival retention. Helps manage office operations while performing various administrative and statutory duties.

Pursuant to C.G.S. Sec 7-19, in the absence or inability of the Town Clerk, the Assistant Town Clerk will have all the powers and perform all of the duties of the Town Clerk.

**Supervision Received:**

Appointed by Town Clerk as Assistant Town Clerk per CGS Section 7-19 and Appointed Registrar of Vital Statistics per CGS Section 7-38. Works cooperatively under the direct supervision and guidance of the Town Clerk. Performs daily work independently and establishes priority of tasks within general work assignments.

**Supervision Exercised:**

Assists with supervision of volunteers.

**Illustrative Duties:**

**ASSISTANT TOWN CLERK**

Assists with the recording, disclosure, storage, index verification, microfilming, records management, and retention of land records, maps, military discharges, trade name certificates, liquor permits, tax liens and releases, birth and death certificates, e-recordings and other documents. Responsible for collection of appropriate fees for documents, including municipal and State conveyance taxes and returning documents to recorder. Records documents and invoices with the Town, Federal, and State government as required.

Assists with elections, primaries, and referendums. Helps prepare and coordinate printing, issuance, and tracking of absentee ballots and legal notices. Administers oaths, records appointments and elections of Town Officials, and complies with required notifications to the Secretary of State.

Receives, records, files, maintains, and distributes meeting and member/alternate information of all departments, boards, commissions, and committees, including posting to the town website, signposts, and boards. Notifies town departments of property transfers and vital statistics where applicable. Responds to Freedom of Information requests per policy. Helps track, maintain, and update board, commission, and committee information.

Helps manage and maintain Town records specific to the Town Clerk office, including maps, surveys, official notices, legal notices, ordinances, agendas, and minutes. Maintains surveys and filed maps. Inspects surveys and maps for proper size, filing fee, and necessary signature(s) and seal/stamp according to filing procedures. Assists title searchers, attorneys, bankers, sheriffs, genealogists, and members of the public with specialized information.

Issues and collects fees for dog and sports licenses as mandated by local and state law.

Serves as Notary Public. Responsible for recording and retention of notary certificates and appointments.

With oversight of First Selectman and Town Clerk, maintains the town website, including creating, updating, editing, and posting content in a consistent format.

### **REGISTRAR OF VITAL STATISTICS**

Assists with filing, processing, indexing, retention and microfilming of vital statistics, including birth, marriage, and death certificates and certified copies thereof. Issues burial, removal, transit, and cremation permits. Updates vital statistics indexes for public viewing. Prepares monthly and weekly reports to the Department of Public Health.

Follows the Town of Easton Workplace Safety plan.

Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skill and Abilities:**

Must be sworn in to perform duties of Assistant Town Clerk and Registrar of Vital Statistics as required.

Knowledge of and ability to understand, make decisions, and apply provisions in accordance with departmental operations, Town policies and procedures, State Statutes, Federal regulations, and local ordinances governing the powers and duties of the Town Clerk office.

Ability to establish, maintain, and communicate effective working relationships with Town officials, department personnel, associates, and the public. Ability to lift up to 40 lbs.

Must be a registered Notary Public in the State of Connecticut or willing to become one within six months.

#### **Computer Skills:**

Skilled in typing and computer usage with solid knowledge base of computer processing programs, integrated office software and applications, image scanning, copier equipment, and the Internet. Ability to type and proofread documents with a high degree of efficiency and accuracy.

#### **Experience and Training:**

Municipal experience highly desirable. Participate in continuing education classes to keep up-to-date with statutory requirements and Connecticut Town Clerks Association guidelines.

Use considerable judgment and discretion in handling correspondence and documents generally ensuring the efficient operation of the office. Daily personal contact with the general public and other Town departments.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities that comprise the position.*

BOS APPROVED 05/16/2019