

**JOB DESCRIPTION
TOWN OF EASTON**

TOWN CLERK and REGISTRAR OF VITAL STATISTICS and TOWN SEXTON

General Statement of Duties:

The Town Clerk in the capacities of Town Clerk, Registrar of Vital Statistics, and Town Sexton has full legal responsibility, under the Connecticut General Statutes (C.G.S.), for administration and management processes specific to land records, maps, elections, appointments, vital statistics, licensing, and various other municipal records and duties in accordance with State Statutes, Federal regulations, local ordinances, Connecticut State Library, and Connecticut Town Clerks Association (CTCA). Custodian of the Seal of the Town of Easton.

Pursuant to C.G.S. Sec 7-19, each town clerk may, unless otherwise provided by charter or ordinance, appoint assistant town clerks, who, having taken the oath provided for town clerks, shall, in the absence or inability of the town clerk, have all the powers and perform all the duties of the town clerk.

Supervision Received:

Works under the general direction of the First Selectman. Elected official for two-year term.

Supervision Exercised:

Supervises Assistant Town Clerk(s), Assistant Registrar(s) of Vital Statistics, and volunteers.

Illustrative Duties:

TOWN CLERK

Supervises 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.

Plans and supervises the conduct of elections, primaries, and referendums. Assists with instruction of election officials as to election laws and procedures. Prepares and coordinates printing, issuance and tracking of absentee ballots, and legal notices. Certifies elections and referendums with verification of names, reporting totals, identifying discrepancies, and filing campaign finance reports. 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 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. In cooperation with the Administrative Assistant to the First Selectman, the Town Clerk helps track, maintain, and update board, commission, and committee information.

Oversees management, maintenance and retention of Town records specific to the Town Clerk office, including maps, surveys, official notices, legal notices, ordinances, agendas, and minutes. Validates, certifies, and affixes the Town Seal to official documents. 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 registered Notary Public in the State of Connecticut. Responsible for recording and retention of notary certificates and appointments.

Works closely with department heads and First Selectman to maintain the town website, including creating, updating, editing, and posting content in a consistent format.

Accepts service for the Town in any lawsuit filed against the Town of Easton.

Prepares and submits the department budget and grant funding. Reconciles revenues and expenses to prepare bank deposits. Keeps accurate bookkeeping records and collects all fees as required.

Maintains certified copy of the Code of the Town of Easton with all changes, updates, and supplements.

Acts as the Clerk of Town Meeting(s).

REGISTRAR OF VITAL STATISTICS

Supervises the 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.

TOWN SEXTON

Maintains records of abandoned cemeteries.

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 Town Clerk, Registrar of Vital Statistics, and Town Sexton 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.

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.

Expected to be a registered Notary Public in the State of Connecticut or willing to become one.

Computer Skills:

Desirable to be 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 and Town Clerk certification or willingness to obtain the certification highly desirable. Participate in continuing education classes to keep up-to-date with statutory requirements and Connecticut Town Clerks Association guidelines.

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