RECEIVED FOR FILING
AUG 31 2016
TOWN CLERK'S OFFICE
EAST HAVEN, CONN.
Stacy Gravino, CCT
TOWN CLERK

TOWN OF
EAST HAVEN

CIVIL SERVICE COMMISSION

Job Posting

The Town of East Haven announces an opening in the position of Assistant Town Clerk in the Town Clerks Office.

****

SALARY: $47,848-53,181/year
HOURS: 35 hours per week

Duties: See job description.

Minimum Qualifications: Qualified candidates should possess a High School Diploma and one year of Business School or the equivalent and 4 years of experience in a responsible administrative position. Experience in the Town Clerk's Office is preferred

Experience and Training: The Assistant Town Clerk works under the direction of the Town Clerk and upon the absence of the Town Clerk, serves as such. The duties require knowledge of the laws, ordinances and charter provisions governing the duties of the Town Clerk and Registrar of Vital Statistics; some knowledge of legal instruments used in connection with the ownership and transfer of property; and strong computer skills. The Assistant Town Clerk also directly oversees and coordinates the operations of the office as well as the employees in the office of the Town Clerk.

Please send resume with references to: Frank Gentilesco, Jr., Assistant Director of Administration & Management, Town Hall-250 Main Street, East Haven, CT 06512 or email to eh.gentilesco@att.net . Deadline September 23, 2016.

Andrea M. Liquori

Andrea M. Liquori
Chief Examiner

The Town of East Haven is committed to building a work force of diverse individuals. Minorities, females, handicapped and veterans are encouraged to apply. The Town of East Haven is an equal opportunity employer.

TOWN OF EAST HAVEN

JOB DESCRIPTION

TOWN CLERK'S OFFICE

ASSISTANT TOWN CLERK **GRADE 13**

GENERAL STATEMENT OF DUTIES: Upon the absence of the Town Clerk, serves as such; oversees office employees and performs general Town Clerk Office duties.

SUPERVISION RECEIVED: Works under the direction of the Town Clerk.

SUPERVISION EXERCISED: Directly oversees and coordinates the operations of the office, as well as the employees in the office of the Town Clerk.

EXAMPLES OF DUTIES:

ASSISTANT TOWN CLERK DUTIES: Upon absence of the Town Clerk, serves as such. Is responsible for all confidential records. Has complete charge of vital statistics; has access to vault combinations; orders supplies by requisition, voucher and purchase order; is responsible for monthly and annual reports sent to the State; handles most personnel assignments; oversees office employees; assists in all phases of the election process; responsible for daily register of legal documents; responsible for conveyance of tax reports to Commissioner of Revenue Service; handles all incoming mail; performs other related duties as required.

GENERAL DUTIES: Receives all legal documents over the counter, military discharges, names of registered voters, maps, liquor permits, trade name certificates and agendas and minutes of various committees; takes in dump fees, issues transits, dog licenses, hunting and fishing licenses, ferret, pheasant tags, bee and marriage licenses; computes and collects municipal and State conveyance taxes; is assistant registrar of vital statistics and voters; is responsible for taking in monies for all of the above functions. Also issues absentee ballot applications prior to elections and can assist in tabulating election results. Performs general clerical duties such as typing, filing and telephone calls; deals with numerous inquiries from the public; cashes out at the end of the day and balances daily receipts; responsible for compiling information for State I.D. cards.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Some knowledge of laws, ordinances and charter provisions governing duties of Town Clerk and Registrar of Vital Statistics; some knowledge of deeds, mortgages, liens, releases, attachments and other legal instruments used in connection with ownership or changes in status of property; must be computer-literate; supervisory ability; ability to establish and maintain effective working relationships with associates and the general public; ability to apply legal interpretations to problems of the office.

EXPERIENCE AND TRAINING: Graduate of High School and one (1) year of Business School or equivalent and four (4) years of experience in a responsible administrative position. Preferred experience in a Town Clerk's Office. Any equivalent combination of education and experience.

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