

## **Deputy Town Clerk**

The Town of Fenton is seeking to fill a Part-time Deputy Clerk position.

### **Position Overview:**

The Deputy Town Clerk assists and supports the Town Clerk in all phases of work. The Office of the Town Clerk is responsible for issuing dog licenses, sporting licenses (fishing and hunting), handicapped parking tags, along with numerous other services. Other responsibilities of the Office of the Town Clerk include but are not limited to maintaining FOIL requests, genealogy, meeting minutes, Notary Services, and Vital Statistics.

**Hours: 20-24 hours/week, Monday – Friday, Noon – 4:30 PM**

### **Essential Duties and Responsibilities:**

- Reports directly to the Town Clerk and assists as necessary
  - Undertakes other duties as may be required by the Town Clerk
- Assumes the responsibilities of the Town Clerk in the absence of the Town Clerk
- Employee has considerable contact with the General Public
- Assists the Public and Town Departments as needed
- Serves as Deputy Registrar of Vital Statistics and observes strict confidentiality with regard to the records
  - Issues vital records documents and certified copies
  - Maintains records associated with the DAVE program (death records)
- Responds to inquiries from other Town departments, outside agencies, and the Public
- Assists in the issuance, collection, and record-keeping of various licenses such as dog and sporting licenses, permits, vital records, and other documents
- Performs related typing, clerical, and record keeping duties
- Performs daily cash and reconciliation
  - May be required to prepare and take deposit to local financial institutions
- Answers routine telephone inquiries
- Assists at counter with various transactions
- Attends meetings and committees as required
  - Compiles minutes from the meetings attended
- Manages Town Hall bookings, ensuring all booking requirements are met, invoiced for and all monies due are received
- Provides notary services

**Requirements of Work:**

- Excellent oral and written communication skills
- Pleasant and friendly disposition; excellent people skills
- Ability to support the Town Clerk in the day-to-day administration of the Town Clerk's Office
- Knowledge of business English, spelling, and commercial arithmetic
- Knowledge of modern office procedures, practices, and equipment
- Ability to establish and maintain effective working relationships with Town Officials, Employees, and General Public
- Proficient in the use of the computer and office equipment
- Responsible cash handling
- Organized and detailed oriented with a professional demeanor
- Confidentiality
- Notary Public (or willing to obtain appointment at expense of the Town)

**Personal qualities:**

- Committed to Public Standards and Local Government Policies
- Positive, flexible attitude and ability to work under pressure
- Committed to attend regular evening meetings
- Possesses excellent multi-tasking, organizational, and communication skills
- Committed to the Town Clerk and gaining full knowledge of position for potential future advancement

**Minimum Qualifications:**

- Must be a Town of Fenton Resident
- High School Diploma or Equivalent
- 1 year work experience in an office setting involving the maintenance and preparation of records, knowledge of standard office procedures, and handling of cash transactions
- Proven proficiency with Microsoft Office (Word and Excel) and common office equipment