



Job Description Assistant Clerk

Job Summary:

The Assistant Clerk provides administrative, technical and clerical support to the Town Clerk's Office.

This position is responsible for maintaining town records, processing and recording documents, issuing licenses and official documents, assisting with maintaining the VEMS election system and the VRIMS vital records systems, performing all duties associated with the NEMRC modules including but not limited to cash receipts, grand list, and tax administration, and performing other duties as needed.

The Assistant must be self-motivated and demonstrate a high degree of trustworthiness, attention to detail, excellent customer service, and ability to retain confidential information.

The Assistant works under the supervision of and is accountable to the Town Clerk, as provided for in 24 V.S.A. 1170. In the absence of the Town Clerk, this person is responsible for overseeing the Town Clerk office operations.

Essential Functions:

- Open and close Town Clerk office;
- Professionally answer phone calls and direct calls to proper department;
- Provide public with general information;
- Provide daily customer service in person, via telephone and email;
- Assist public conducting research in town records;
- Notarize documents;
- Issue certified birth, marriage and death certificates;
- Issue dog & marriage licenses;
- Issue Green Mountain passports;
- Process overweight permits;
- Assist VT Dept. of Liquor Control and applicants with permits;
- Enter payments into cash receipts program;
- Work with the Town Clerk to ensure the recording of all land record transactions including printing land record books, survey maps, property transfer tax returns,

mobile home bill of sales and zoning permits;

- Assist with printing, mailing & collection of tax bills;
- Work on all elections and/or as directed by the Town Clerk;
- Register residents of Fairfax to vote;
- Assist with the maintenance of the statewide voter checklist;
- Assist Town Clerk with all election processes as assigned;
- Assist with the processing and recording of vital records;
- Assist with the weekly filing to the State of Vermont;
- Process and assist with genealogy requests;
- Assist with the processing of animal licensing;
- Perform other work and takes on assignments and duties as assigned by the Town Clerk

Knowledge, Skills, and Abilities:

- High School education or equivalency required plus 2-3 years of experience in a clerical / administrative position with cash handling experience;
- Exceptional attention to detail with good organizational skills and reading/writing skills;
- Certification as notary public or ability to obtain certification within one month of hire;
- Standard office suite including word processing, spreadsheets and databases experience is required with NEMRC experience preferred;
- Maintains current knowledge of clerk duties and related subjects through trainings and continuing education;
- Excellent customer service skills both in person and on the phone;
- Must pass required background check.

Physical Requirements:

- While performing the duties of this job, the employee is required to move throughout the municipal offices.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment;
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use of hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms; The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 25 pounds;
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception;
- The employee must hold a valid Driver's License and must be able to safely operate a vehicle.

Mental Reasoning Requirements:

- This position requires attention to deadlines and interaction with the public, which may cause stress;

- Must have the ability to multi-task and prioritize multiple projects and responsibilities;
- Must have the ability to problem solve, demonstrate critical thinking skills, and make good decisions;
- Must have the ability to handle stressful situations by remaining calm and professional;
- Must have the ability to work independently and receive and apply constructive feedback;

Working Conditions:

- Work is performed mostly in office settings;
- The employee is exposed to intermittent light physical demands in the office;
- The noise level in the work environment is usually quiet in the office.
- Attendance of evening meetings and other evening work is required from time to time.

Disclaimers:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. This job description is not an employment contract nor is it a promise of work for any specific length of time.

The Town of Fairfax is an Equal Employment Opportunity employer.

Pay Range & Benefits:

This is a part-time position, with a flexible schedule of 20-23 hours a week, and is not eligible for benefits. Compensation will be \$25-26 an hour and will be determined based on qualifications and experience.

If you are a motivated individual with a strong work ethic and a commitment to public service, we encourage you to apply for this rewarding position! Please email your resume to humanresources@fairfax-vt.gov or mail to ATTN: Human Resources, 12 Buck Hollow Rd, Fairfax, VT 05454.