



# southburlington

VERMONT

## JOB DESCRIPTION Assistant City Clerk

Last Updated 01/20/2023

<b>Job title</b>	Assistant City Clerk
<b>Reports to</b>	City Clerk
<b>FLSA Classification</b>	Non-Exempt, Union, Full-Time
<b>Salary</b>	Grade A
<b>Direct Reports</b>	None

### Job Summary (What is done and why.)

Assists in the maintenance of official municipal records, issuance of various licenses and official documents, and administration of election activities and performs other related work as required.

### Essential Functions (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

- Assists with the maintenance and management of the recording, indexing, restoration, and storage of public records including vital statistics, land ownership and transfers, city ordinances, and other official city government records.
- Issues a large variety of state and city licenses upon request and as necessary.
- Collects fees paid to the city and works collaboratively with the Tax Department and other city personnel as necessary to ensure appropriate fiscal management.
- Assist city clerk in administering elections, including distribution of ballots, supplies, and equipment, training, and scheduling of election workers.
- Ensures appropriate distribution of absentee ballots and requests for early voting. Administers voter registration, compiles, and maintains voter checklist, including appropriate purges of inaccurate information and/or changes and reports to State as necessary.
- Research legal and procedural issues related to city government and State Statutes and provide interpretations to the public and other city departments.
- Composes departmental correspondence, prepares and completes various forms and required reports.
- Answers questions and responds to inquiries for information from the public, directly and by telephone, providing information and making referrals to other offices and agencies as appropriate; provides information requested by city officials.

- Supports the coordination of activities between all the staff and other departments within the City and performs other necessary tasks or functions as is necessary to accomplish City and Department goals and objectives.

### Minimum Qualifications

- Certification as a Notary Public will be required within 6 months of hire.

### Knowledge and Experience

- High school diploma, associate degree preferred, two years of experience in a responsible clerical or administrative position, municipal experience, or experience in a law office, or any equivalent combination of education and experience.
- Demonstrated ability to utilize computer and software related to the performance of essential functions.
- Working knowledge of state statutes and city rules and regulations relating to the duties and responsibilities of city clerks.
- Working knowledge of election and voter registration laws and procedures.
- Working knowledge of the operations and procedures of local government.
- Working knowledge of municipal government procedures and operations, including relationships between departments.
- Demonstrated ability to adapt to changes in municipal procedures, operations, relationships, and operations of various city departments.
- Demonstrated ability to manage and address multiple tasks with frequent interruptions.
- Demonstrated ability to maintain accurate and detailed records.
- Demonstrated ability to establish effective working relationships with employees and the public.
- Demonstrated ability to communicate effectively verbally and in writing.

### Working Conditions

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

**Internal:** Work is normally performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

**External:** Limited external work is required on occasion.

### Physical Demands

(The physical effort generally associated with this position.)

**Physical Demands:** Lifting to 40 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree. Continuously requires sitting, handling, vision, and hearing. Frequently requires standing, fine dexterity, walking on even and uneven ground, foot controls, and talking. Occasionally requires lifting, carrying, reaching, kneeling, pushing/pulling, climbing, bending, and twisting. Rarely requires crawling, balancing, and crouching.