



TANYA D. LANE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

POSITION: TOWN CLERK/RECORDS ADMIN.	PAY RANGE: \$70,000 - \$95,000	CLASSIFICATION/ GRADE: A-9	EEOC Admin.
LOCATION: TOWN HALL	APPLY BY: July 11, 2016	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

**\*NOTE: An official Town of Newington employment application is required in order to be considered for this position.\***

### TOWN CLERK POSITION DESCRIPTION:

Within the constraints of Connecticut State Statute and under the general administrative supervision and direction of the Town Manager, responsible for administration and management process specific to land records, elections, vital statistics, licensing and various other municipal records in compliance with State Statutes, federal regulations, municipal charter and local ordinances.

### ESSENTIAL FUNCTIONS (see job description for full list of functions):

- Records, processes, indexes and microfilms land records.
- Computes and collects conveyance tax for Town and state records.
- Records, certifies and reports on election process activities (including campaign financing).
- Prepares the ballot for elections; issues absentee ballots.
- As Registrar of Vital Statistics, issues marriage licenses and records births, marriages and deaths in Newington.
- Prepares reports for Secretary of the State and other State and federal agencies as required.
- Responsible for records management as prescribed by the Public Records Administrator.
- Records, indexes & files vital statistics documents such as marriages, births, deaths, burials, & cremations.
- Records, indexes and files maps, veteran's discharges, liquor permits and trade name certificates.
- Files and maintains minutes, records and listing of members of Town Council, Boards and Commissions.
- Maintains database and website posting for board and commission members—terms, party affiliation as applies to minority representation. Issues oaths.
- Records votes, appointments and terms of office and oaths administered.
- Serves as agent for the Town for the filing of claims against the Town.
- Handles codification, distribution and sale of ordinances and regulations.
- Trains, supervises and evaluates staff.
- Prepares and implements capital and operating budgets.
- Issues certificates of the authority to Justices of the Peace, Notary Publics or Commissioners of the Superior Court that reside or are employed in the Town of Newington.
- Researches and compiles information for submission of applications for grant funding.
- Performs related work as required or requested by the Town Manager.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in business or public administration, or a closely related field AND
- Certification by the International Institute of Municipal Clerks and/or the State of Connecticut.

See Job Description for additional responsibilities and qualifications.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@newingtonct.gov  
www.newingtonct.gov

## TOWN OF NEWINGTON

**TITLE:** Town Clerk/Registrar of Vital Statistics

**GRADE:** A-9

**DEPARTMENT:** Town Clerk's Office

**DATE :** 6-17-03

### **POSITION DESCRIPTION**

Within the constraints of Connecticut State Statute and under the general administrative supervision and direction of the Town Manager, responsible for administration and management process specific to land records, elections, vital statistics, licensing and various other municipal records in compliance with State Statutes, federal regulations, municipal charter and local ordinances.

### **ESSENTIAL JOB FUNCTIONS**

- Records, processes, indexes and microfilms land records.
- Computes and collects conveyance tax for Town and State records.
- Microfilms land records and provides for security storage.
- Records, certifies and reports on election process activities (including campaign financing).
- Prepares the ballot for elections; issues absentee ballots.
- As Registrar of Vital Statistics, issues marriage licenses and records births, marriages and deaths in Newington.
- Prepares reports for Secretary of the State and other State and federal agencies as required.
- Responsible for records management as prescribed by the Public Records Administrator.
- Records, indexes and files vital statistics documents such as marriages, births, deaths, burials, disinterments and cremations.
- Compiles statistical data and prepares and submits reports.
- Issues canine and sport licenses.
- Records, indexes and files maps, veterans' discharges, liquor permits and trade name certificates.
- Files and maintains minutes and agendas.
- Maintains database and website posting for board and commission members—terms, party affiliation as applies to minority representation.
- Posts and publishes legal notices.
- Issues oaths, records votes, tracks appointments and terms of office.
- Serves as agent for the Town for the filing of claims against the Town.
- Serves as custodian of the Town Seal and Registrar of Vital Statistics seal.
- Handles codification, distribution and sale of ordinances and regulations.
- Answers inquiries from the general public and officials including research of Town records and genealogy.
- Trains, supervises and evaluates staff.
- Prepares and implements capital and operating budgets.
- Issues certificates of the authority to Justices of the Peace, Notary Publics or Commissioners of the Superior Court that reside or are employed in the Town of Newington.
- Prepares certified copies of documents and affixes seals.
- Participates in professional self-development programs and continuing education opportunities.
- Completes special projects and related work as required and any other requirement mandated by State Statute as amended from time to time.
- Maintains file of Town Counsel/ Attorney opinions.
- Serves as a Notary Public.
- Researches and compiles information for submission of applications for grant funding.
- Performs related work as required or requested by the Town Manager.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to apply State and federal laws, Town ordinances, departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to perform basic mathematical computations.

- Sufficient proficiency in Microsoft Office suite; good typist.
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons.
- Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.
- Ability to understand municipal operations and budgetary impacts.
- Thorough knowledge of land records and other related legal documents.
- Thorough knowledge of election laws and processes.
- Ability to operate data and word processing equipment and computer terminal(s) to access, process and retrieve information contained in file records and computer databases.
- Knowledge of and ability to interpret all current Federal, State and local laws, ordinances and policies governing the responsibilities of the Town Clerk and Public Records management.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Ability to train, assign, supervise and evaluate office staff effectively.
- Ability to communicate effectively both orally and in writing.
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.
- Ability to greet the public and offer assistance.
- Thorough knowledge of current principles and practices of office management and public records management.
- Thorough knowledge of election laws and processes.
- Sufficient knowledge of the community to serve the public.

#### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Works in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to participate in extended night meetings during the year.
- Ability to access and utilize overhead storage space.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

#### **REQUIRED MINIMUM QUALIFICATIONS**

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in Business or Public Administration, or a closely related field.

#### **LICENSE OR CERTIFICATE:**

Must possess:

- A valid driver's license.
- Certification by the International Institute of Municipal Clerks and/ or the State of Connecticut.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.