



TOWN OF WALLINGFORD

Open Competitive Examination

Human Resources Department
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

TOWN CLERK

\$66,273 - \$84,794

(Annually)

General Statement of Duties: This is very responsible public records management and administrative services work involving the direction and management of the Town Clerk's Office. The work involves responsibility for accurate recording and maintaining of all public records in accordance with State Statutes. Duties include management of land records, duties involving the conduct of elections, the registration of vital statistics, and serving as Clerk of the Town Council. This position requires the exercise of independent judgment, including the responsibility for making difficult decisions in accordance with State procedures

Examples of Duties: Plans, administers, and supervises the various work activities and statutory responsibilities of the Town Clerk's Office. Oversees and administers preparation of all general and special elections and is responsible for all election petitions, absentee ballots, the ordering of election materials, and the certification of election results. Registers and maintains vital statistics in accordance with State law. Prepares reports for State agencies. Supervises the filing of legal documents, land transactions, and official records. Receives, records, indexes, and files deeds, mortgages, liens, releases, maps, and land records. Collects fees pertaining to the issuance of various licenses and permits. Supervises and assigns work to office staff. Maintains and provides copies of all Town Ordinances and the Town Charter. Maintains and provides public access to records of various Boards and Commissions. Posts legal notices of all types. Administers oaths to public officials, serves as a Notary Public and provides such services to the public. Provides relevant information and assistance to title searchers, attorneys and members of the public. Serves as Clerk of the Town Council and is responsible for the recording and preparation of the agenda and minutes of all Town Council meetings including public hearings. Receives, reviews, and disseminates correspondence to and from Town Council members. Attends meetings of the Town Council and provides proper notification of Town Council meetings and actions. Confers with Town, State and Federal officials on public records management and the statutory requirements for elections and related Town actions. Prepares and administers departmental budget. Participates in professional organizations to remain current on records management, FOIA, and elections. Performs related work as required.

Supervision Received: Works under the general supervision of the Mayor. Duties and responsibilities are specified by State Statute, Town Charter, and Town Ordinances.

Required Knowledge, Skills, and Abilities: Thorough knowledge of public records management principles and practices including the State Freedom of Information Act (FOIA). Thorough knowledge of State statutes, regulations and procedures in land records, election and vital statistics management. Ability to communicate effectively orally and in writing with staff, elected and appointed officials, and the general public. Ability to comply with State and Federal laws, Town Ordinances, and the Town Charter relating to the business of the Town Clerk's Office. Ability to administer policies and procedures at the departmental level including goals, objectives, planning, financial management, decision-making, and report development and writing. Ability to direct and supervise the work of a Town department. Ability to lift, carry, push, or pull record books weighing four to thirty-three and one-half pounds. Ability to establish and maintain effective working relationships with Council members, coworkers, vendors, contractors, consultants, other governmental agencies, attorneys, and the general public.

Qualifications: High school diploma or GED with five (5) years' responsible office experience in record management. One (1) year of supervisory experience is required. Municipal government experience is preferred.

Special Requirements: Must possess and maintain State of Connecticut certification as a Notary Public within six (6) months of appointment. Must possess and maintain State of Connecticut Certification as a Municipal Clerk within three (3) years of appointment.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or may be downloaded from the Department of Human Resources Web Page.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be April 10, 2023.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER