**Town of Saint George Town Clerk Job Description**

**BASIC INFORMATON**

**Work schedule:** Part-time (up to 20 hours per week, occasional additional hours if needed)

**Starting pay rate:** $30.00 per hour

**FLSA Status**: Non-exempt

**Supervisor:** Town of Saint George Selectboard

## OBJECTIVE/PURPOSE

The Town Clerk plays a central role in the operation of our local government, with duties that bring

them into regular contact with the public as well as State government agencies.

**DUTIES AND RESPONSIBILITIES**

* Manages the town’s public records, records all public documents, including maps, plats,

mortgages, liens and records of land transactions, and forwards property transfer tax returns and tax money to the state.

* Records, preserves and certifies public documents
* Administers Oaths of Office
* Complies with public information requests
* Posts notices on the town’s bulletin board
* Runs local elections and maintains grand list
* Receives, sorts and responds to mail as appropriate. Sends town’s correspondence.
* Sells animal licenses and issues marriage and death licenses
* Other duties as assigned

**Education and Experience Requirements**

An Associate’s degree in Business, Administration or other relevant discipline, plus two years of relevant experience administering records or an equivalent combination of education and experience. Experience in working a public-facing role is preferred. QuickBooks experience preferred.

**Knowledge, Skills and Abilities**

* Ability to comprehend and follow written and verbal instructions
* Knowledge of basic arithmetic to perform the duties described
* Attention to detail and accuracy
* Ability to maintain composure when interacting with colleagues or members of the public
* Customer services skills, including ability to communicate with a diverse range of individuals
* Applied knowledge of Microsoft Office suite (Word, Excel, Access)
* Ability to locate applicable information on the internet and critically assess that information
* Ability to organize work, prioritize and meet deadlines

**PHYSICAL AND MENTAL DEMANDS**

* Must be able to abruptly switch focus 5-10 times throughout the day to address frequently changing priorities.
* Requires the ability to maintain mental focus to produce accurate spreadsheets and monthly and quarterly reports within a noisy, open office atmosphere.
* Requires the ability to prioritize multiple pressing issues and make presentations to the Selectboard and the public that distill technical information into concepts and terms that are succinct and easily understood by them.
* Demonstrated ability to handle stressful conditions that include competing priorities, multiple constituents, and tight deadlines.
* Travel to trainings or meetings within the state of Vermont is required several times a year. Training will be offered and paid for by the Town.
* Ability to hear
* Use of a computer (keyboard, voice activated, etc.)

**DISCLAIMERS**

* The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
* This job description is neither an employment contract nor a promise of work for any specific length of time.

**LOCATION:** Saint George, Vermont Town Office (hybrid or remote work arrangements may not be accommodated)

**EQUAL EMPLOYMENT OPPORTUNITY**

Diverse experiences from people of varied backgrounds inform and enrich our community.  The Town of Saint George strongly encourages applications from historically marginalized and underrepresented populations.  The Town of Saint George is an equal opportunity employer, in compliance with ADA requirements, and will make reasonable accommodations for the known disability of an otherwise qualified applicant.

**For more information about Vermont town clerk responsibilities go to:**  [Town Clerks - VMCTA](https://www.vmcta.org/index.asp?Type=B_BASIC&SEC=%7BF2689EE6-C0C8-4E3F-940B-49FF186AADEB%7D).