



JOHN SALOMONE  
TOWN MANAGER

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## CAREER OPPORTUNITY

<b>POSITION: PART TIME*</b> <b>ASSISTANT TOWN CLERK</b>	<b>PAY RANGE:</b> \$15-18/HR	<b>CLASSIFICATION/ GRADE: PT</b>	<b>EEOC</b> Adm.
<b>LOCATION:</b> Town Clerk's Office Town Hall	<b>APPLY BY:</b> June 27, 2008	<b>APPLY TO:</b> Town Manager 131 Cedar Street Newington, CT 06111	

\*19 hours/week, plus additional hours during busy periods/vacation.

### ESSENTIAL FUNCTIONS:

- Occasionally provides backup support for the Town Clerk.
- Records and indexes land records.
- Prepares and scans land records for archival retention.
- Utilizes proprietary computer software (e.g., Cott Resolution) to receive in and calculate recording fees and conveyance taxes for deed transfers, survey maps, trade name certificates and other recorded instruments.
- Assists in preparation and issuance of absentee ballots and all other facets of general and special elections.
- Assists in voter registration.
- Records and indexes all vital statistics: births, deaths, marriages.
- Receives veterans' discharge papers for recording.
- Files Town Council minutes and other records as required.
- Administers oath of office to elected and appointed officials.
- Receives fees and issues licenses for dogs and sportsmen.
- Processes claims against the Town of Newington.
- Provides assistance to title searchers, attorneys and members of the public.
- Composes routine reports for review and signature by Town Clerk.
- Performs other related work as required; reports work accomplished to Town Clerk.

### MINIMUM QUALIFICATIONS:

- Associate's Degree and two years experience in governmental administration or customer service position; or
- Paraprofessional in the legal system; or
- Two years experience in office management or records management; or
- Any equivalent combination of training and experience which provides a demonstrated ability to perform the functions of the position.

### LICENSE OR CERTIFICATE:

- Must be sworn to perform duties of an Assistant Town Clerk and Assistant Registrar of Vital Statistics as required by State Statute.
- Ability to become Notary Public.

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.

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