

# TOWN OF LONDONDERRY, VERMONT

## Windham County

### **JOB DESCRIPTION: ASSISTANT CLERK**

**Summary of Position:** The Assistant Clerk supports the town clerk. This position is a key role requiring excellent customer service skills. Daily tasks include responding to customer inquiries, organizing mail, Land Record maintenance, maintaining official municipal records, issuing various licenses and documents, and supporting elections.

The Assistant Clerk is currently a part-time position (24 hours per week), and the working hours are negotiable.

**Appointment and Supervision:** The Assistant Clerk reports directly to and supports the Town Clerk. The position is appointed and may be removed by the Clerk.

#### **Primary Duties and Responsibilities:**

- Provide administrative support to the Town Clerk and will act as Town Clerk in Town Clerk's absence.
- Greet and welcome the general public and field/direct phone calls and walk-ins with an emphasis on excellent customer service.
- Complete certification and perform notary duties.
- Issue a variety of licenses, permits and certificates (birth, marriage, death, dog, posted land, green mountain passport, DMV Renewals, Hunting & Fishing Licenses).
- Reconciliation of cash drawer and processing pay orders for the Treasurer.
- Distribute mail to town staff, including date stamping mail when received.
- Provide assistance and support to third parties researching land records.
- Support elections including but not limited to check-in absentee/early ballots, act as deputy presiding officer at all elections and assist in all election related processes.
- Assist in management of land records
- Other duties as assigned.

#### **Recommended Minimum Qualifications**

##### **Education and Experience:**

- High School Diploma/GED with two years of experience in office administration or other work-related areas OR
- Knowledge of municipal government and relevant statutes is helpful.
- Highly proficient computer skills including all Microsoft Office based products. Experience with NEMRC system (New England Municipal Resource Center) a plus but not required.
- Detailed record keeping is required, electronically, and manually.
- Combinations of the above qualifications or other qualifications may be acceptable as determined by the Clerk.

##### **Knowledge and Skills:**

- Knowledge of office administration procedures.
- Excellent interpersonal skills.
- Strong problem-solving skills.
- Highly effective verbal, listening, and communication skills.

- Superior organizational skills with attention to detail and a high level of accuracy.

**Other:**

- Strong work ethic with ability to multi-task.
- Ability to function under pressure in a busy, open-traffic area with frequent interruptions.
- Excellent organizational skills and written and verbal communication skills.
- Ability to successfully manage multiple tasks and responsibilities.

Compensation: hourly rate based on experience and skill.

To apply, submit a letter of interest and resume to:

Londonderry Town Clerk 100 Old School Street, S. Londonderry VT 05155 or by email to

[townclerk@londonderryvt.gov](mailto:townclerk@londonderryvt.gov)

This vacancy will remain open until filled. For more information, please contact

[townclerk@londonderryvt.gov](mailto:townclerk@londonderryvt.gov)

***The above information is intended to describe the general nature of the Assistant Clerk and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, 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.***

***The Town of Londonderry is an Equal Employment Opportunity employer.***