

CIVIL SERVICE BOARD

AGENDA

Zoom Civil Service Meeting

Friday, September 22, 2023

2:00 P.M.

1. Attendance:
2. New Business:
 - Request to Advertise, Test, & Recruit for Assistant Town Clerk Position
3. Adjournment:

Civil Service Board Special Meeting

Civil Service Board Regular Meeting

Sep 22, 2023 12:00 PM

<https://us06web.zoom.us/j/81640305395?pwd=FhpobCWScszdrEhl0ofMulyd23TzEb.1>

Webinar ID: 816 4030 5395

Password: 218711

Join by telephone: (305) 224-1968 or (833) 548-0282 (Toll Free) / Webinar ID: 816 4030 5395

Zoom meeting: A link will be provided.

Assistant Town Clerk

Class Code:
033

Bargaining Unit: UPSEU, LOCAL 424,
(MATE) UNIT-7

TOWN OF TRUMBULL
Established Date: Oct 31, 2009
Revision Date: Jun 13, 2022

SALARY RANGE

\$33.22 Hourly
\$60,460.40 Annually

DESCRIPTION:

TOWN OF TRUMBULL
ASSISTANT TOWN CLERK
TOWN CLERK/ADMINISTRATIVE
WAGE GROUP: G
\$33.22/Hourly

EXAMPLES OF DUTIES:

General Statement of Duties:

1. Proficiency with computer, including but not limited to Word and Excel
2. Handles complex assignments
3. Works independently
4. Independently prepares correspondence and reports
5. Performs responsible and difficult tasks involving independent judgment and personal initiative
6. Assists in preparation of departmental budget and reports
7. May act as administrative liaison with internal or external sources
8. Performs financial and statistical record keeping
9. Mathematical ability; may handle cash
10. Will be cross-trained and will assist in training others, as determined by departmental need
11. Attends and keeps minutes of meetings as required by department

12. Related work as assigned
13. Maintains confidentiality required by the office.

Department Specifics:

1. Records and updates land records and assigns volume and page number.
2. Produces daybook and timely computerized indices for searching.
3. Registers new voters after registrar hours and supervises the issuance of absentee ballots at election time.
4. Issues licenses and/or certifies copies of deeds, burial permits, vital statistics certificates, and records trade names.
5. Shares work at election time under current statutes and prepares election reports and material (kits) for Election Day use.
6. Trains the elected Town Clerk.

Supervision Received:

Works under the direction of the Town Clerk.

Supervision Exercised:

Acts as Town Clerk in his/her absence or his/her designee.

QUALIFICATIONS:

Minimum Qualifications, Knowledge, Skill and Ability:

1. Knowledge of office procedures and principles of office management and or record keeping
2. Strong computer skills with an emphasis on Word and Excel
3. Ability to respond courteously to the public
4. Ability to follow oral and written instructions
5. Ability to learn appropriate State and Town laws
6. Clear and concise written and oral expression
7. Accuracy and attention to details
8. Ability to obtain CT certificates for municipal clerks.
9. Ability to lift and carry up to 25 lbs.

Experience and Training:

High School Diploma or GED. Three (3) years recent office experience in a Town clerk's office; or three (3) years recent experience as a real estate paralegal or real estate legal secretary for a law firm; or three (3) years recent experience as a title searcher.

SUPPLEMENTAL INFORMATION:

This is a MATE Union position includes 2 week vacation, 2 personal days, and sick time accruals upon hire in accordance with Union Contract.

