

Civil Division: Towns  
Jurisdictional Class: Exempt  
EEO Category: Administrative Support  
Adopted: 08/28/17

### **DEPUTY TOWN CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible administrative position requiring the incumbent to assist the Town Clerk in all the areas of responsibilities as mandated by law. As Deputy, the incumbent is required to act for and in place of the Town Clerk. Independent action is required when questions arise and the Town Clerk is not available for consultation. Supervision may be exercised over a small number of clerical personnel assigned to the Town Clerk's Office. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Issues dog licenses, marriage licenses, handicap tags, etc. and collects fees for such licenses;  
Uses computer applications such as spreadsheets, word processing, e-mail and database software in performing work assignments;  
Files receipts, certificates, oaths and other papers as required by law;  
Assists residents;  
Answers phones;  
Assists with tax collection and deposits;  
Researches information for geneology.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern office practice including filing systems and use of labor saving devices in office work; good knowledge of Town Law and procedures; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to initiate and maintain clerical records; ability to deal with the public effectively; honesty; dependability; good judgment; tact.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. Appointed on the basis of qualifications, as the Town Clerk may determine appropriate.

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