



Saint Albans Assistant City Clerk Job Description and Responsibilities

The City of St. Albans seeks a personable, public service oriented professional for the position of Assistant City Clerk. The Assistant Clerk is responsible for issuing licenses, processing payments, recording official documents, organizing elections, and performing administrative tasks in a manner that inspires public confidence.

This position reports to the City Clerk and Treasurer and is on the front lines of customer service in City Hall. Qualifications include a demonstrated ability to work in a fast-paced office environment, genuine interest in local government and public service, and a collaborative approach to business operations.

Definitions and Distinguishing Characteristics

This is a moderately complex administrative, clerical, and cashier position requiring a high level of accuracy and considerable contact with the general public. The responsibilities of the City Clerk & Treasurer's Office include, but are not limited to, recording and maintaining land records, vital statistics, official municipal records and documents as well as holding elections, issuing licenses, and receiving payments due to the City.

The Assistant City Clerk is a team player that is eager and willing to learn new tasks and develop their expertise while maintaining enthusiasm and an upbeat attitude. Other important attributes are being friendly, prompt, and reliable with the ability to receive and deliver information with tact and professionalism.

The Assistant City Clerk & Treasurer works under the sole direction and supervision of the City Clerk & Treasurer in strict accordance with the applicable provisions of Vermont Statutes, Saint Albans City Ordinances, as well as applicable federal laws.

Examples of Duties and Responsibilities

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.

Land Records: Receive land documents and maintain register log. Assist researchers with computerized and physical indices, records, and maps.

Vital Statistics: Receive and record birth, death, and civil marriage certificates. Certify copies for State, resident towns, and individuals as appropriate. Issue licenses for marriage as required.

Elections: Register voters and maintain checklist. Assist in preparing ballots, help with set-up for annual meeting and elections. Perform duties of Vermont Election Official as directed by City Clerk & Treasurer. Assist in the certification of election results to the Secretary of State. Assist City Clerk with civic engagement initiatives.

Payments/Accounting: Receive payments for taxes, utilities, various fees, licenses, and permits, etc. Accurately allocate funds, balance cash drawer, and prepare bank deposits. Troubleshoot customer account issues and errors. Process invoices. Interact with and provide assistance to the Finance and Accounting department with various tasks.

General Office Duties: Answer phone, respond to general questions from the public, process mail, maintain office related files, order supplies, issue dog licenses, renew automobile registrations, occasional typical office housekeeping, and perform additional duties and data collection as requested by the City Clerk & Treasurer.

Represent City Clerk & Treasurer's Office in Professional Manner: Serve as a community source of information for a wide variety of questions. Frequent contact with the general public, banks, attorneys, and real estate offices requires tact and discretion. Establish and maintain effective working relationships with other city departments and employees. Attend seminars, training, Franklin County Clerk Association meetings, and informational Vermont Municipal Clerk & Treasurers Association gatherings as requested by the City Clerk & Treasurer.

Knowledge, Skills and Abilities

- Ability to communicate effectively orally and through written format. Knowledge of business English, grammar, and spelling.
- Knowledge of complex office, filing and efficient record keeping practices.
- Knowledge of bookkeeping and basic accounting principles and practices.
- Accurate keyboard and typing skills.
- Ability to handle multiple demands and complete tasks in a timely manner.
- Ability to perform accurate arithmetical computations and perform detailed cashier procedures.
- Basic knowledge of real estate documents and title transfer transactions.
- Comfort with computers and ability to learn existing computer software and stay current with software updates. Knowledge of spreadsheets and word processing software required.
- Ability to work under pressure with a high level of public contact.

Minimum Requirements of Education and Experience

High School Diploma or equivalent required. Associates degree or higher preferred. Minimum three years of experience in customer service and/or administrative position.

Equipment Used:

Computer and various software programs, computer network, printer, typewriter, copier, scanner, fax, calculator and other typical office equipment.

Working Environment and Physical Activities:

Office environment requiring extended periods of sitting and repetitious movements. Physical demands include moving large recording volumes and boxes of stored files which may require bending, pushing, pulling, reaching, and occasional lifting of up to 25 pounds. Must be able to shelve books and other material. Must be able to climb a stepladder to reach stored documents. Must be able to work extended hours during election periods.

Hours & Compensation: Salary will be based on qualifications. The City benefit package includes defined benefit retirement; comprehensive health, dental, and vision insurance, and a family friendly workplace. Occasional evening hours for meetings and elections are required. The Assistant clerk will maintain the office and cover the hours of the City Clerk in their absence.