

## Town of New Castle-Deputy Town Clerk

DEPUTY TOWN CLERK GENERAL STATEMENT OF DUTIES: Assists the Town Clerk in all phases of work and is deputized to act for and on behalf of the Town Clerk; does related work as required.

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 on behalf 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.

EXAMPLES OF WORK: (Illustrative Only) Assists in the custody of all records, books and papers of the Town; Registers births and deaths and issues burial permits, in the absence or inability of the Registrar of Vital Statistics; Filing of certificates, oaths and other papers required by law; Maintains highway defects record; Maintains ordinance book; Issues dog, marriage, and other licenses and collects fees for such licenses; Prepares correspondence and other materials as required; Requires extensive use of email, Excel, and Word ( at a minimum) in performing work assignments; Performs all above duties and others required of the Town Clerk.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Excellent knowledge of Office Suite (Email, Word, Excel, Outlook, Powerpoint at a minimum) required; Must have excellent organizational skills and be able to multi-task; Knowledge of corporate minutes/town minutes; Must be able to take minutes, index and maintain minute books; Must have knowledge of contracts and insurance as well as familiarity with local laws and filings with Secretary of State; basic knowledge of insurance and bookkeeping; knowledge of Town Law and procedures a plus. Must be able to understand and carry out complex oral and written instructions; ability to keep simple financial records; ability to deal with the public effectively and respectfully; ability to effectively use computer applications contained in Office Suite; candidate must be honest, dependable, have good judgment and be tactful.

MINIMUM ACCEPTABLE TRAINING AND ABILITIES: Graduation from high school or possession of an equivalency diploma and three years of clerical experience; or (b) graduation from a two year post high school business course and one year of clerical experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Salary range is \$65,000 to \$75,000 commensurate with experience. Town of New Castle residency preferred but not required. Please send resume and cover letter to Town Administrator Jill Shapiro @JShapiro@mynewcastle.org by August 14, 2020.

*The Town of New Castle is an equal opportunity employer. The Town of New Castle actively encourages applications from a diverse pool of applicants. The Town does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*