

Town of Old Saybrook, Connecticut
Position Description

Title:	Administrative Clerk	Salary: \$27.20 to \$30.11 per hour 27.5 hours per week
Department:	Town Hall (as directed)	
Date:	January 2024	Wage Group 8 Steps: 1 - 5

Position Definition:

Perform advanced administrative work that supports all Town Hall departments, related to permits, licenses, inspection scheduling, follow-up, record keeping, etc. Perform general and specialized secretarial and clerical office support work and department bookkeeping. Provide department heads with a full range of administrative assistance.

Perform general and specialized tasks involved in preparing and processing building and fire permits; assessor, town clerk, and tax collector duties; and a variety of other town related applications. Requires knowledge of laws and procedures relating to the business of Town Hall. Responsible for performing and working with others in all departments' secretarial/clerical activities in substantial detail. Answer the general Town Hall information phone line and provide information and referral services to the public regarding department, unit or town programs and procedures.

Perform technical and clerical duties of an accounting nature to maintain bookkeeping records, accounts for revenues and expenditures and prepare related reports. Accuracy and neatness are required. Must work within deadlines as required by the position.

Supervision:

This position reports primarily to the First Selectman who will be responsible for providing direct supervision of workload, managing the position's schedule, and other general employee supervisory responsibilities. Work is also performed under the general supervision of other professional superiors that manage departments. Work is performed independently under guidelines and policies which range from vague to explicit.

General Duties:

- Assembles inspection, assessor, town clerk records, tax collector cards, plans, and other related materials.
- Maintains status file of licenses, permits, and schedules inspection reviews, as appropriate, to determine compliance.
- Receives and calculates recording fees and conveyance taxes for deed transfers, land maps and trade name certificates.
- Records property transfer/ownership records and related schedules.
- Coordinates processing of information through various Town Hall departments.

- Maintains plans and files, insuring timely completion of reviews and appropriate recordkeeping and storage.
- Provides a full range of administrative and secretarial assistance to supervisors including:
 - Calculating fees and issuing permits and licenses.
 - Provides reception services.
 - Prepares correspondence, reports, notices, and updates manuals.
 - Keeps records of department expenditures and submits requisitions for purchases.
 - Prepares first draft of annual budget
 - Works with various software programs including, but not limited to, Vision, QDS, COTTs, permit and accounting software
 - Relieves supervisors of administrative tasks such as gathering and analyzing information and preparing reports with little direction other than a brief description of results expected.
 - Observes strict confidentiality in maintaining restricted files and records.
- Directs and participates in the administrative support workflow of the office.
- Provides information to the public concerning department services, codes and ordinances which do not need to be addressed by a superior.
- Performs a wide variety of technical and clerical tasks related to the effective functions of Town Hall departments, which require considerable understanding of inspection terminology, assessor, town clerk, and tax collector procedures, ordinances, and application procedures.
- Performs specialized work, which requires interpretation and application of state laws and town codes.
- Maintains permitting system and maps related to permits and address assignments. Maintains Vision, COTTs and QDS systems as they relate to each department.
- Performs responsible secretarial, clerical and administrative work of an accounting nature related to maintaining accounting records including preparation of requisitions, vouchers, and reports.
- Balances revenue received and expenditures made, codes revenue, and prepares deposit tickets for the Accounting Department.
- Tabulates program and activity data and submits reports to state and federal offices as required.
- Acts as bookkeeper for departments as needed; maintains ongoing budget balance; enters receipts and refunds; deposits revenue; completes related financial reports as directed; and prepares state fiscal reports.
- May be required to take minutes at evening board or commission meetings.

Minimum Experience and Qualification Skills:

- The skills and knowledge required would generally be acquired with a high school education and two years' experience in general office work.
- Ability to acquire knowledge of various Town Hall department program administration
- Administrative and general office procedures including strong writing composition, spelling, and grammar skills. Ability to type accurately.
- Ability to learn various computer software programs essential to the job.

- Perform in accordance with procedures related to the workflow of all programs within the department.
- Operate office equipment.
- Read, comprehend, interpret, and apply laws, rules, regulations and procedures for all department programs.
- Analyze budget and accounting records and prepare clear and concise reports.
- Establish and maintain effective working relationships with supervisor, department heads and their employees, officials, and the public.
- Deal with the public in a pleasant, tactful, and courteous manner.
- Interpret and communicate town codes and ordinances and State statutes to the public as required by the position.
- Conduct research, gather and analyze information and prepare reports.
- Attend work as scheduled and/or required.

Hours of Work:

This position is a 27.5 hour per week position and must be available to coordinate coverage to ensure that Town Hall business hours are well served.

License or Certificate: None. The Town will pay for any Town Hall Admin interested in pursuing the following designations: Connecticut Assessor Certification, UCONN Institute of Public Service CCMC, or any other course or designation that is related to the position of Town Hall Admin with prior approval of the First Selectman.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

If interested, please complete the Town's employment application and submit with your resume to: Carl P. Fortuna, First Selectman, 302 Main Street, Old Saybrook, CT 06475 or email a response to leeann.palladino@oldsaybrookct.gov.