

## Assistant Town Clerk Job Description

The assistant town clerk is appointed by the elected town clerk, whose job is up for re-election each year in March. Therefore, the assistant clerk job is a year-to-year job as well. The assistant clerk reports to the elected town clerk, and the appointment may be revoked by the town clerk at any time. (24 V.S.A. sect. 1170) An oath is required before performing duties.

The Assistant Clerk helps with several aspects of the town clerk's job as needed. Many of the clerk's responsibilities are defined by state statute. The most important tasks are listed below:

1. Elections: We hold regular elections in early March of each year, as well as in August and November of even numbered years. Occasionally special elections may occur which do not fall into these regular dates. There are many tasks leading up to each election and long hours of assistance needed on each election day. It is very important for the assistant clerk to be available for every election. Vacation time should not be scheduled on or just before election days if at all possible.
2. Land Records: There are several steps for recording land records into our permanent archives. Both the clerk and assistant clerk work together to divide these up, but much of the work is the assistant's job. This is a regular, ongoing task.
3. Dog Licenses: Each year, dog licenses are due for renewal by April 1. The assistant clerk is in charge of filing, data entry, and mailing out reminder letters to dog owners. We track these in an Excel spreadsheet, so familiarity with the Excel program or a similar type of spreadsheet is important.
4. Office coverage when the clerk is away or sick: Occasionally the clerk is away from the office and the assistant will cover office hours. Usually this is scheduled in advance, but in the case of illness, it may be on short notice.
5. Other projects or tasks: Answering the phone, or taking on a project as assigned by the clerk, are helpful aspects of the assistant clerk's job. Seeing things that need to be done and taking initiative are also appreciated, as long as proper protocols are followed.
6. Acting as town clerk in the absence of, or death of the elected clerk: The assistant clerk, when properly sworn, is authorized to perform all the duties of the clerk until the Selectboard appoints a successor. (24 V.S.A. sections 963 and 1171)
7. Incompatible offices: An assistant clerk or their spouse may not be a town auditor or any other incompatible office. (17 V.S.A. sect 2647)

Important qualifications:

1. Friendly attitude
2. Good communicator
3. On time
4. Honesty and reliability
5. Attention to detail
6. Computer literacy
7. Knowledge of Excel or other spreadsheet program
8. Knowledge of Microsoft Word
9. Ability to work under pressure
10. Respectful