

The Town of New Milford is hiring! The Town of New Milford is currently accepting applications for a Deputy Town Clerk. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to

Personnel@newmilford.org by December 9th, 2024.



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Deputy Town Clerk
Department: Town Clerk

Full Time-Exempt
Non-Union
40hrs/wk

General Statement of Duties: In the office of the Town Clerk, acts as chief clerical assistant and acts in the stead of the Town Clerk in his/her absence.

Supervision Received: Supervised by the Town Clerk.

General Duties for the Town Clerk's Office:

- Supervises Assistant town clerks, clerks, temporary clerks, and trains employees. Reads, interprets, records, and indexes legal documents in the computer.
- Verifies and stamps copies of deeds with recording information to be microfilmed for permanent record, certifies authenticity of documents, issues fish and games, dog, and marriage licenses, transit and burial permits, cremation permits, issues certified copies of vital statistics, administers oaths and collects fees.
- Assumes all duties and responsibilities of the office in the absence of the Town Clerk in accordance with Chapters 92 and 93 of the Connecticut General Statutes and be familiar with the different aspects as referred to in the Connecticut General Statutes.
- Assigns numbers to maps and prepares for microfilming. Maintains name and street indexes, subdivision by-laws and declarations lists
- Prepares absentee ballots and maintains alphabetical and numerical lists. Reports receipt and disposition of absentee voting forms to the Secretary of State. Orders elections supplies for absentee ballots. Verifies the accuracy of the ballots. Issues absentee ballots.
- Maintains campaign financing reports.
- Attends classes, training and seminars in order to be certified by the Connecticut Town Clerk's Association or International Municipal Town Clerk's Association.

- Bills the State offices for recorded documents.
- Mails out yearly Tax District and Condominium forms to be updated and kept on file in the Town Clerk's office.
- Maintain and prepares to the State Library yearly disposition form RC-075 of what records can be destroyed
- Maintains list of Justice of the Peace and Notaries in New Milford.
- Maintain list of DD214 Military forms filled in New Milford
- Performs other duties as directed. Maintain professional proficiency

Knowledge, Skills and Ability:

- Knowledge of office practices and procedures.
- Ability to read and understand legal instruments.
- Ability to establish and maintain cooperative relationships with Town officials and the general public.
- Ability to keyboard with accuracy and proficiency.
- Skill in written and oral communication.
- Ability to maintain confidentiality of information as necessary.
- Ability to operate standard office equipment, including appropriate computer software and hardware.
- Ability to carry and lift documents and office equipment weighing up to 20 pounds.
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.

Education, Training and Experience:

- High School Diploma or GED.
- Two (2) years clerical experience with exposure to legal instruments or a documented combination of educational and office experience, which provides a demonstrated ability to perform the duties of the position.
- Preference given to applicant who is a Notary Public or must be able to become certified by the Connecticut Town Clerk's Association or the International Municipal Town Clerk's Association.
- Veterans Preferred

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Updated 11/18/2024

Approved by Town Council December 14, 1998

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.