



TOWN OF ANDOVER

POSITION DESCRIPTION

Position Title: Assistant Town Clerk

Department: Andover Town Clerks Office

Supervisors Title: Direct- Town Clerk, Indirect- Town Administrator

Classification: This position is in the AFSCME local 1303 of Council #4 AFL-CIO and subject to collective bargaining. Healthcare and Retirement provided. Part-time 26 hours per week. Pay rate \$20 per hour.

JOB SUMMARY:

Assist the Town Clerk in the recording and reporting of land records, vital statistics and in administration of elections. Assume responsibility of office in the absence of Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and organize work according to established office procedures and State statutes.

Land Records:

- Record documents, calculate fees and conveyance taxes.
- Maintain daily sheets, submit monthly reports.
- Manage documents for residents, as well as attorneys and lending institutions.

- Scan and proof documents for recording purposes.

Vital Statistics:

- Births & Deaths: record, index, certify and copy as needed.
- Marriages: process, input, index.
- Prepare and distribute monthly and yearly reports of vital statistics accordingly.

Elections:

- Distribute, verify and prepare absentee ballot applications.
- Maintain data and distribute to registrars.

Additional Responsibilities:

- Copy, record and index maps.
- Manage process and notarize Trade Names.
- Issue other licenses: hunting, fishing, game, dog licenses and tags, liquor permits.
- Notarize documents as required.
- Accept and maintain Veteran information and DD214 forms.
- Administer Oaths to elected and appointed officials.
- Post agendas as required for meetings.
- Attend meetings in the absence of Town Clerk.
- Other duties as directed by the Town Clerk.

COMPETENCIES AND SKILL REQUIREMENTS:

- Interpersonal and communication skills to deal with public and other departments and supervisors
- Ability to work independently as well as part of a team
- Ability to type minimum of 45 wpm and perform calculations
- **Detail oriented and organized**
- Meet deadlines on a routine basis

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, and must be able to lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Please bring your Resume and Application in to the Town Clerk's Office or email them to townclerk@andoverct.org