JOB POSTING
TOWN OF WELLFLEET
ASSISTANT TOWN CLERK – PART TIME

<table>
<thead>
<tr>
<th>Title:</th>
<th>Assistant Town clerk</th>
<th>Compensation</th>
<th>$25.00-$28.00 per hr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Town Clerk</td>
<td>Date:</td>
<td>07/14/2022</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Town Clerk</td>
<td>Union</td>
<td>Yes</td>
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</tbody>
</table>

Hours of Work: 18 hours per week.

Classification: Part-time

Position Purpose: Administrative and recordkeeping support to the Town Clerk.

Essential Duties and Responsibilities: Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, relates, or is a logical assignment to the position.

- Provides quality customer services in a professional manner to the public in person and by telephone, by answering questions relating to department functions.

- Prepares, issues, and receives payment for a variety of licenses, permits and certificates, including Dog licenses, Marriage Licenses, Business Certificates, Fuel storage, Raffle & Bazaar Licenses, and various regulatory licenses as assigned, in accordance with applicable town by laws and State laws.

- Prepares, receives, records, maintains, and updates records and lists, including voting lists, census, and vital statistics (birth, marriage, and deaths) working with the State Registry system (VIPS) Vital Information Partnership Service and report monthly statistics to the state. File amendments to birth, marriage and death certificates as required.

- Compiles and prepares annual street listing in cooperation with the Town Clerk, requiring data entry and verification; verifies signatures of registered voters on nomination papers from the state computer system.

- Assists the Town Clerk in preparing for Federal, State, and Local elections including maintaining and updating census data, daily management of the voter list and associated interactions with the State Voter Registrations Information System and maintaining absentee balloting lists for all elections including certifying voter status and issuing absentee ballots.
- Maintains Open Meeting Law requirements that include posting agendas, updating the meeting calendars, posting information of the City website, and filing minutes.

- Answers and compiles public records requests.

**Minimum Qualifications:**
High school graduation including, or supplemented by, courses in office procedures and administrative skills; experience with computers, including proficiency in MS Office products, or an equivalent combination of education and experience. A positive attitude and professional demeanor are required.

**Special Requirements:** Valid Class D Motor Vehicle Drivers license. Ability to be bonded and complete a CORI certification.

**Skills:** Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet, and data base management applications; proficient business mathematical skills, recordkeeping, keyboarding, and customer service skills; proficient written and oral communication skills. Effective organizational skills. Ability to work independently and to interact effectively with disgruntled members of the public and other town personnel; ability to perform multiple tasks and maintain confidential information. Ability to manage multiple tasks in a detailed and organized manner.

**Work Environment and Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

This position is generally sedentary. Employees must be able to remain in a stationary position 50% of the time.

This position requires the employee to communicate, detect, converse with, discern, express oneself, exchange information. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

This position requires the employee to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess. The ability to observe details at close range within a few feet of the observer.

This employee frequently moves boxes up to 20 pounds across office areas for various needs, including having to lift, carry, push, pull, or otherwise move objects.

This position is primarily conducted indoors.