



***TOWN OF MONTGOMERY  
PO BOX 356  
MONTGOMERY CENTER VT 05471***

**Position Title: Assistant Clerk/Assistant Treasurer**

**JOB SUMMARY**

The Assistant Clerk shall be under the direction of the Clerk & Treasurer, who shall delegate the Assistant Clerks' duties and responsibilities, and said assistants shall be entitled and adhere to all personnel rules and regulations. This person will assist in the maintenance of official municipal records, issuance of various licenses and official documents, mail handling, administration of election activities, and collection/entry of various municipal funds. This is a part-time position regularly scheduled 18 hours per week during office hours (scheduled days may be flexible). Compensation commensurate with experience with the rate of pay set by the Selectboard.

**DUTIES AND RESPONSIBILITIES**

The Assistant shall:

1. Assist with the maintenance and management of the recording, indexing, restoration, and storage of public records including vital statistics, land ownership and property transfers, town ordinances, zoning permits, Mylar surveys and other official town government records.
2. Issue a variety of Licenses/or Documents on behalf of the Town /or affiliated with State programs as necessary.
3. Assist with the general collection and distribution of Mail Handling for the Town Offices.
4. Assist with the administration of the Grandlist and assist the Town Assessor/Board of Lister's with data entry related to grandlist maintenance, property transfers, state downloads, and parcel updates.
5. Assist the Municipal Treasurer with the collection and receipt of municipal funds and entry of invoices.
6. Assist the Municipal Clerk in administering Elections including, but not limited to, distribution of ballots, supplies, equipment, training and scheduling of election workers.
7. Assist the Municipal Clerk with appropriate distribution of absentee ballots and requests for early voting, administer voter registration, compile and maintain voter checklist, including appropriate purges of inaccurate information and/or changes and reports to the State as necessary.



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8. Attend conferences, seminars, webinars, and/or annual meetings for required Continuing Education.
9. Compose departmental correspondence, prepare and complete various forms and reports as required by state statute or the town for various state agencies.
10. Answer questions and respond to inquiries for information from the public in-person and by telephone or email. Provide information and make referrals to other offices, local officials, and agencies as appropriate; assist in providing information to town officials by requests made to the Municipal Clerk.
11. Take individual responsibility for working in a safe manner and adhere to, and comply with, all Town policies.
12. Perform other duties and responsibilities by request of the Municipal Treasurer or Selectboard members.
13. Utilize various computer software programs to complete tasks associated with licensing, recordation, all data entry, collection of funds and cash receipts.
14. Have a general working knowledge of state statutes, town rules, and regulations relating to the duties and responsibilities of the Town Offices.

**SKILLS AND EXPERIENCE**

**The Assistant shall:**

1. Possess, at a minimum, a high school diploma, associate's degree preferred, two years' experience in a responsible clerical or administrative position, municipal experience, or experience in a law office, or any equivalent combination of education and experience.
2. Possess the ability to utilize Windows 11 computer(s) with current knowledge of Microsoft Office Suite. Possess current skills to utilize various computer software related to the performance of vital functions including, but not limited to, web-based government programs and municipal programs.
3. Demonstrate an ability to manage and address multiple tasks with frequent interruptions.
4. Demonstrate an ability to maintain accurate and detailed records.



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5. Establish effective relationships with employees and the public.
6. Communicate effectively both verbally and in writing.
7. Demonstrate an ability to adapt to changes in municipal procedures and updates within State Statutes. Ability to maintain professional relationships with various town departments.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Assistant Town Clerk shall be able to:

1. Frequently sit and talk or listen. The employee is required to use hands to finger, handle, or feel objects, tools or controls, operate computer desks standing occasionally.
2. Occasionally lift and/or move up to 40lbs.
3. Use close vision with the ability to adjust focus on dual-monitor computer screens for longer periods of time.
4. Must handle a cash drawer with diligence and accuracy daily.

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet in the office with the occasional noise from the other occupants within the building (Library & Fire Dept). Relocation to the Town Hall for Elections offers a more dynamic atmosphere, and the noise level remains relatively similar.

**SELECTION GUIDELINES**

Resume, oral interview, and reference check(s) shall be required if your resume is selected for review. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.