

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: December 4, 2017

Closing Date: When filled.

FROM: TOWN CLERK

DEPARTMENT: TOWN CLERK'S OFFICE

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Senior Clerk	4	\$15.00/HR	\$15.00/HR

PERMANENT: TEMPORARY: If Temporary, for how long? **N/A** WHICH SHIFT? **DAYS**
 FULL TIME: **NO** HOURS: 19 **HRS/WEEK** PART TIME If part time, what hours or days? **VARIES**

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE: Considerable experience in detailed record keeping and general office practice. Working knowledge of the Town Charter, Town bylaws and Connecticut General Laws pertaining to activities of a municipal Town Clerk department, State Elections Code; working knowledge of Town Clerk licensing and records management regulations. Ability to establish relationships and work cooperatively with Town officials, employees and the general public; ability to communicate in writing and orally with individuals and groups in a face-to-face one-to-one setting or by telephone. Ability to manage multiple tasks in a detailed, accurate manner. Ability to distinguish and interpret markings on maps and land use plans for accuracy.

Proficient knowledge of computer hardware and office software skills; proficient grammar and writing skills as well as oral communication skills; good listening skills. Proficient organization skills. Able to be trained for switchboard relief.

Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is occasionally required to lift, push or pull objects including but not limited to department equipment, books, and computer paper.

This position supports the Assistant Town Clerks.

APPROVED BY: _____ SEL

_____ DF/A