



CAREER OPPORTUNITY

Job Title: Assistant Town Clerk
FLSA Status: Exempt
Reports To: Town Clerk
Location: Town of Lyndon, Vermont

ABOUT THE TOWN OF LYNDON

The Town of Lyndon is a small town located in the Northeast Kingdom of Vermont and has a population of 5,448 (2010 Census) with 3,418 registered voters. The Town has an incorporated village, the Village of Lyndonville, which operates as its own separate entity. The Town is governed by a three member Board of Selectmen and the Village is governed by a five member Board of Trustees. Both Boards utilize the Municipal Administrator. The Town Clerk's Office consists of the Town Clerk and three assistants. The Clerk's office staff works closely with all the entities within the Town and Village.

Position Overview

The Assistant Town Clerk is a complex administrative/clerical position requiring a high level of accuracy and attention to detail, constant contact with the general public, and willingness to assume all responsibilities in the absence of the clerk (24 V.S.A. §1171.) This position is appointed by the Town Clerk as provided for by Vermont State Statute (24 V.S.A. 1170).

General Responsibilities

- Answering phones, responding to and providing accurate information to the public
- Maintaining appropriate supplies relating to the clerk's office as well as other offices within the Town & Village
- Filing and maintaining official municipal records and documents as well as the ability to move large recording volumes and boxes which may require lifting of up to 25 pounds
- Assisting with the management and oversight of elections
- Issuing various licenses and permits
- Maintain rental agreements and schedules for various spaces
- Billing of water and sewer
- Cross trained to assist and cover the responsibilities of the other Assistant Clerks. These responsibilities are, but not limited to, payroll, Accounts Payable, Cashier, filing and maintaining land records and vital statistics.
- Attend meetings, seminars and trainings as requested by the Town Clerk
- Must have proficient computer skills including Microsoft Office Suite as well as the ability to quickly learn New England Municipal Resource Center (NEMRC) software system. Website maintenance a plus.
- Ability to simultaneously handle multiple requests, complete tasks in a timely manner and prioritize requests
- Establish and maintain a professional and effective working relationship with Town & Village employees and the general public
- Some nights and weekends mandatory during elections and Board of Civil Authority hearings and meetings
- Must be honest, trustworthy and must be able to handle confidential information in a sensitive manner

Qualifications

- High School Diploma and 3-4 years of experience in an office setting.
- Strong computer skills and ability to proficiently learn new software
- Attention to detail and ability to work under pressure with a high level of public contact
- Exercise excellent verbal and written communication skills on a daily basis
- Must have a positive attitude and strong interpersonal skills
- Strong desire for continued growth and learning
- Six-month probationary period

How to Apply

Please send resumes and cover letters to:
Dawn Dwyer, Town Clerk

TOWN OF LYNDON

119 Park Avenue, PO Box 167, Lyndonville, VT 05851

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