The Assistant Town Clerk works with the Town Clerk in all phases of the office and includes maintaining official town records, including vital statistics, street list and helping with elections, issuing licenses and other duties within the jurisdiction of the Town Clerk office.

The Assistant Town Clerk has the authority to act in the absence of the Town Clerk in all capacities.

The Assistant Town Clerk is supervised by and is responsible to the Town Clerk who appoints the assistant.

The Assistant Town Clerk will interact with all town departments and some state agencies. The assistant must be conscious of public service at all times. The assistant must have the ability to maintain good public relations and good working relationships with everyone and respond in a courteous and professional manner. The position requires access to confidential and sensitive information. Personal integrity is very important.

Strong communication skills, oral and written, are required as is computer literacy.

Can work independently in an office setting.

Any duties required by work will be assigned by the Town Clerk.