

# TOWN OF STAMFORD, VERMONT

— *Chartered 1753* —

stamfordvt.net  
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## HELP WANTED

### Part-time Assistant Town Clerk/Assistant Treasurer

Summary of Position: The assistant town clerk/assistant treasurer supports the town clerk. This position is a key role requiring excellent customer service skills. Daily tasks include responding to customer inquiries, maintaining official, municipal records, issuing various licenses and documents and support during elections. This position is 24 hours per week, paid hourly, with occasional additional hours as needed.

Duties and Responsibilities:

- Greet and welcome the general public and answer phone calls with an emphasis on excellent customer service;
- Issue a variety of permits, licenses and certifications, such as hunting, fishing, dog, birth, death, marriage, land posting, and others;
- Complete payroll and accounts payable duties;
- Ability to handle cash on a daily basis and reconcile cash drawer;
- Manage and maintain a variety of municipal documents and permanent records;
- Provide assistance and support to third parties researching land records;
- Maintain voter checklist and assist at elections, including processing of absentee requests and counting of ballots;
- Recording of land records;
- Provide administrative support to the town clerk, act in the town clerk's absence; and
- Other duties as assigned.

Knowledge and Skills:

- Knowledge of office administration procedures and routine office duties;
- Excellent verbal, listening and communication skills;
- Working knowledge of Word and Excel programs; and
- Ability to handle matters of a confidential nature.

Successful candidate will have a strong work ethic, the ability to multi-task and have good organizational skills. They should be able to function under pressure in a busy, interactive environment with frequent interruptions.

Please forward your letter of interest and resume to the town clerk's office, 986 Main Road, Stamford, VT 05352 or email to [townclerk@stamfordvt.net](mailto:townclerk@stamfordvt.net).