

Town of Brunswick is accepting applications for Deputy Town Clerk

Title: Deputy Town Clerk

Salary: \$30,000 to \$35,000

Assisting the Board of Elections with various aspects of the election process, such as working with the election inspectors, calling in results, and registration of voters.

Ordering and invoicing various supplies for all departments.

Other duties as assigned

Essential Duties and Responsibilities

Issuing licenses and permits for marriages, dogs, conservation (hunting & fishing), bingo, games-of-chance, Accessibility Parking Permits, Peddling and Soliciting.

Issuing Certificates of Residency to individuals who will be attending Hudson Valley Community College.

Keeping and maintaining all records pertaining to, but not limited to, board meetings, contracts, all permits issued and vital statistics records.

Becoming a Registrar of Vital Statistics and being responsible for keeping a permanent record of all births and deaths that occur within the boundaries of the Town. Issuing Certified Copies of marriage, birth and death records.

Minimum Qualifications

Associates Degree

Strong experience Microsoft Office is required

Attention to detail, ability to multitask without hindering accuracy

Other Qualifications

Self-starter and highly motivated to be able to follow tasks through to completion while handling requests and other competing demands that may require immediate attention

Excellent communication, organization, and planning skills required

Must demonstrate effective oral communication skills and the ability to work collaboratively with others

Interested applicants must apply by August 18, 2017. E-mail cover letter with resume to TBroderick@townofbrunswick.org, Secretary to the Supervisor