

Deputy Town Clerk Town of Brunswick (MUST BE A RESIDENT OF THE TOWN OF BRUNSWICK)

Title: Deputy Town Clerk

Salary: Commensurate with experience

Essential Duties and Responsibilities

Performs the duties of the Town Clerk when the Town Clerk is absent or unavailable.

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.

May also serve as 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.

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.

Other duties as assigned by the Town Clerk

Minimum Qualifications

Associates Degree

Strong experience with 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 February 4, 2022. E-mail cover letter with resume to TBroderick@townofbrunswick.org. Town of Brunswick Secretary to the Supervisor.