

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2580

OPEN COMPETITIVE EXAMINATION FOR:

TOWN CLERK ADMINISTRATIVE SPECIALIST (Non-Exempt)

SALARY: \$19.76 ~ \$24.98/hr. (7/1/24, \$20.25 ~ \$24.98/hr.) 35 hrs/wk paid bi-wkly (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

Until Sufficient Applications are Received

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

- Coordinates customer service to the public in the preparation and issuance of a variety of licenses, permits, filings or certificates including, but not limited to, land records, vital records, dog licensing, among others. Provides status or appropriate information/forms pertaining to real estate transactions, absentee ballots, or other documents.
- Responds to customer inquiries and assists in the resolution of complaints, concerns or complex problems or other circumstances requiring specialized assistance.
- Maintains automated land record system by performing data entry and verification of all recordable real estate documents within statutory time limits. Resolves recording related problems to assure timely, accurate preparation of indexes.
- Assists in the establishment, recording, search, and issuance of certificates, affidavits, corrections, and indexing of records.
- Prepares, files and authorizes the release of confidential and/or sensitive vital statistics information as appropriate.
- Issues and receives fees for a variety of licenses and permits. Collects, records, balances, and deposits monies obtained from fees collectable.
- Maintains registration of notaries. Performs operations of notary public approval and certification.
- Various election duties including the issuance of absentee ballots.
- Performs other duties as assigned.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of or ability to learn recording and filing procedures and statutory provisions pertaining to the filing and recording of legal documents.
- Working knowledge of standard office practices, ability to operate a personal computer utilizing a Windows environment with proficiency in Microsoft Office required; skill with data base programs and computer hardware and software systems; ability to learn discreet departmental programs.
- Strong data entry skills and ability to work with a high degree of accuracy in recording information.
- Ability to establish and maintain a variety of complex manual and automated file and record systems.
- Ability to effectively communicate with individuals in person or by telephone.
- Ability to accept responsibility and accountability for the accuracy and efficiency of workloads.
- Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, representatives of other State and municipal agencies, attorneys' offices, the general public and personnel at all levels of authority using principles of good customer service.
- Ability to manage challenging or stressful situations.
- Strong organizational skills in a multi-task environment. Ability to plan and work independently, along with the ability to work and prioritize several on-going tasks.
- Ability to carry out instructions furnished in written, oral or schedule form, and to deal with problems involving several concrete variables in or from standardized situations.
- Work is performed in a business office setting subject to continuous interruptions and background noise.
- Work is performed with independence and initiative, referring unusual problems to the Deputy Town Clerk or Town Clerk.
- Performs varied and responsible functions requiring judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures, and methods.
- Has access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.
- Must be mobile, able to push/pull light objects, occasionally lift objects up to 30 pounds. Must be able to perform such tasks as writing, filing, typing, using a calculator, and skills which require hand-eye coordination such as using a typewriter or computer.
- Must be able to sit for prolonged periods. Has frequent contact with employees, town departments, state agencies, vendors, attorneys, election candidates, community representatives and the general public.
- Must be able to concentrate on fine details with constant interruption, attend to tasks/functions for more than forty-five to sixty (45-60) minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.
- Must be able to communicate and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, fluctuations of indoor temperatures and electro-magnetic radiation, as with computer screens.

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1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Associates Degree plus two (2) years’ experience performing data entry using Word, Access and Excel, moderate use of cashiering, administrative or booking tasks with customer service transactions **or** High School Graduation or GED plus five (5) years’ experience performing data entry using Word, Access and Excel, moderate use of cashiering, administrative or booking tasks with customer service.

Regardless of which you have above you must also have:

To perform this job successfully, an individual should have intermediate knowledge of database, spreadsheet and word processing software (Word, Access and Excel) and ability to input and retrieve information.

**COPIES OF APPLICABLE EDUCATIONAL DOCUMENTS
MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

6/17/24 USAR mj

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift
	N	O	F	C		
Working Conditions					Working Conditions	
Physical Demands					Depth Perception	X
Standing			X		Color Distinction	X
Walking			X		Peripheral Vision	X
Sitting			X		Driving	X
Lifting		X			Physical Strength:	
Carrying		X			Little Physical Effort (-10 lbs.)	X
Pushing		X			Light Work (-20 lbs.)	X
Pulling		X			Medium Work (20-50 lbs.)	X
Climbing		X			Heavy Work (50-100 lbs.)	X
Balancing		X			Very Heavy Work (100+ lbs.)	X
Stooping		X			Environmental Conditions	
Kneeling		X			Cold (50 degrees F or less)	X
Crouching	X				Heat (90 degrees F or more)	X
Crawling	X				Temperature Changes	X
Reaching				X	Wetness	X
Handling				X	Humidity	X
Grasping				X	Extreme Noise or Vibration	X
Twisting				X	Exposure to Chemicals	X
Feeling				X	Exposure to Gases and Fumes	X
Talking				X	Exposure to Unpleasant Odors	X
Hearing				X	Exposure to bodily fluids	X
Repetitive Motion				X	Exposure to dampness	X
Hand/Eye/Foot Coordination				X	Confinement to Small or Restricting Area	X
Visual Acuity/Near				X	Mechanical Hazards	X
Visual Acuity/Far				X	Physical danger or abuse	X