

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a future vacancy and establish an eligibility list for the following classification:

62785 – ASSISTANT CITY CLERK

City Clerk's Office

Open Until: April 14, 2023 at 04:30 PM EST

Rate of Pay: \$63,088.33 - \$68,574.27



General Description

This is responsible clerical, technical and administrative work involving the recording and administration of land, vital statistics and election documents for the City Clerk's office. Provides community assistance, fielding requests and questions from the general public via telephone and in person. Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of application, cash handling, and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions and serving as the City Clerk in the absence of the City Clerk. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records management responsibilities of the City Clerk's office, including the requirements of following the City Charter, Connecticut General Statutes, and Freedom of Information.

Qualifications

A high school diploma or the equivalent plus 5 years of records management (RM) experience (where management of records is the main essential function of the job) or a high school diploma or the equivalent plus 2 years of experience as a records clerk or above in a City/Town Clerk's Office. One year of experience must be in a lead or supervisory role. RM in this context is the supervision and administration of digital or paper records. Activities include creation, receipt, maintenance, use and disposal of records. Flexibility to work occasional evenings and weekends required.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written OR 100% oral OR 100% experience and training.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

3/28/2023