

## **REGISTRY CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is entry level clerical work that involves the receipt, recording, indexing, filing and distribution of applications, public records and legal documents. Work is performed in accordance with established procedures under the supervision of the Town Clerk or Deputy Town Clerk. Evening meetings or extended hours may be necessary on occasion. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives and distributes applications and provides guidance to the public regarding filing requirements and procedures;

Assists in the organization, maintenance and updating of public records and legal documents by indexing, filing, recording and duplicating materials in accordance with established policies;

Calculates and collects filing and recording fees and issues receipts;

Prepares a variety of routine reports;

Issues copies of official records and transcripts upon request;

Issues various licenses administered by the Town Clerk's Office, including marriage, animal, hunting, trapping, fishing, amusement and vendor licenses;

May provide clerical and administrative support for local elections, as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office procedures and clerical operations; working knowledge of the terminology and procedures involved in filing and processing public records and legal documents\*; ability to work with office records and files; ability to make arithmetic computations accurately; ability to prepare routine correspondence, reports and other materials; ability to understand and carry out oral and written instructions; ability to communicate effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and two (2) years of paid clerical or administrative work experience; or
2. An Associate's degree or higher may be deemed fully qualifying.

\*To be demonstrated during the probationary period.