Town of Bristol
P.O. Box 249
Bristol, VT 05443
(802) 453-2410 x5
www.bristolvt.org

POSITION TITLE: Assistant Town Clerk

The Town of Bristol is seeking an organized and motivated individual to serve as a part-time Assistant Town Clerk. Bristol Town residency is not required.

The Assistant Town Clerk will report to the Town Clerk for the duties assigned.

The Assistant Town Clerk will perform all duties assigned by the Town Clerk in accordance with Vermont State Statues and Bristol Town Policies & Procedures as follows:

- Assist in the maintenance of official records and documents pertaining to real property, vital records, permits, insurance, licenses, elections and other matters. This includes recording, printing and/or filing of documents including but not limited to real estate records (deeds, liens, attachments, building permits), vital records (marriage), Selectboard minutes and election results.
- Assist in overseeing the office vault, which houses the records for the Town of Bristol. As an assistant custodian for Town documents, the individual will follow the Records Management Plan to ensure the preservation and protection of all Town documents.
- Issue certified copies of birth, death and marriage documents. Issue licenses for marriage, dogs, and any other such license, permit, document as so directed by Federal, State, or local government.
- Assist the Town Clerk in the Election process. This includes posting, advertising, warning, maintaining the voter checklist, mailing of early ballots, and completing the mandatory reporting.
- Assist with coverage of front desk taking payments, answering general inquiries and answering the phone.
- Able to cover clerk duties when Town Clerk is not in the office.
- Assist with other duties as may be assigned.

Experience preferred but not required. Organizational, computer skills (working knowledge of word and excel) and customer service skills are essential in this position. Knowledge of NEMRC accounting systems and COTTs land records software is a plus.

The position will start at 10-20 hours per week. Compensation will be $18 to $21 an hour depending on experience.

Current open Town Office hours are:

- Monday – Thursday 8 am to 4:30 pm.
- Position open until filled.

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.