

December 30, 2011

External/Internal

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position title: Records Technician

Salary: \$19.13-\$23.27/hr.

General Description of Job:

Responsible for initial processing and maintaining the vital statistics and various complex, technical public records for the City of New London. Works under the direction and supervision of the City Clerk or designee

Minimum Qualifications:

High School Diploma and three (3) years of experience working in a fast-paced office dealing in real estate, business law or in the paralegal field or the satisfactory equivalent combination of training and experience.

Examination*:

Written Examination	Practical (Computer) Examination **	Oral Examination**	Health Physical & Background Investigation
(Weighted 40%)	(Weighted 30%)	(Weighted 30%)	(Pass/Fail)

* *Each* portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process.

** The City reserves the right to move only a select number of applicants forward to the Practical and Oral Examination.

Employment Benefits:

Liberal fringe benefits – Anthem Blue Cross medical, Anthem Blue Cross w/ home and Office Rider, Medco Prescription Drug, Major Medical, Life Insurance, Sick Leave, Vacation and Holidays, Worker’s Compensation and City Defined Benefit Pension Plan.

How to Obtain Information:

For an application (required) and detailed job specifications, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at: www.ci.new-london.ct.us. Application may be dropped off, mailed or emailed to Jobs@ci.new-london.ct.us Closing date is January 9, 2012, 4:00 p.m., EOE MFH

The application must be submitted before **January 9, 2012 at 4:00 P.M.**

FLSA: non-exempt
Grade: PW-8
Location: City Clerk's Office
Approved by Personnel Board: 6-10-08
Concurred Union (1378): 1-2-08
Hours: 35

RECORDS TECHNICIAN

GENERAL STATEMENT OF DUTIES:

Responsible for initial processing and maintaining the vital statistics and various complex, technical public records for the City of New London.

Works under the direction and supervision of the City Clerk or designee.

EXAMPLES OF WORK (ILLUSTRATIVE):

In accordance with the State Public Records laws and directives, responsible for assisting with the accurate reporting and retention of public records, land records, council records, canine and sports licenses and the permanent retention of local ordinances and the City Charter.

Reviews and processes records submitted for recording, establishing and maintaining accurate, timely computerized public records. Prepares certified copies for customers, state agencies, and towns in accordance with applicable statutes.

Processes confidential adoption information, name changes and corrections as required. Processes burial, cremation and disinterment permits.

Provides oaths effecting marriages, notary and Justice of the Peace appointments, parental permissions, and attests to the validity of vital and land record certifications.

Prints, proofs and binds land record books for review in the City Clerk's vault.

Provides customer assistance in licensing and payment matters; collects funds for licenses and routinely responds to telephone inquiries. Assists customers in computer related land record searches

Prepares billings to funeral directors and other agencies; records and processes daily monetary transactions in appropriate accounts. Drafts correspondence and routine responses to letters. Prepares and disseminates prescribed copies of all vital records to surrounding municipalities and State agencies.

Assists City Clerk in the preparation, collection and processing of absentee ballots as well as in recording election documents.

Ensures maintenance and regular, accurate updating of affiliated computer services equipment and electronic vital records system.

Processes mail for all City departments and performs other work-related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the General Statutes of Connecticut, and specifically Chapters 92 and 93 of Volume 2.

Working knowledge of the Handbook for Connecticut Town Clerks.

Ability to effectively use a Personal Computer for word processing and spreadsheets, and to learn industry-specific software.

Ability to understand, interpret and explain complex statutes affecting land, vital records and election laws and effectively communicate this information to the general public.

Ability to multi-task, to maintain information confidentiality and to accurately establish and maintain clerical and statistical records.

Ability to make decisions in accordance with various laws, regulations and policies.

Ability to establish and maintain harmonious work relationships with superiors, peers, vendors, other City and Board of Education employees and to deal with the general public with courtesy and tact.

Ability to meet the physical and emotional demands of working in a public office environment.

MINIMUM QUALIFICATIONS:

High School Diploma and three (3) years of experience working in a fast-paced office dealing in real estate, business law or in the paralegal field or the satisfactory equivalent combination of training and experience.

Revised: 1/08