

Town of Greensboro

Job Description – Assistant Town Clerk

Position Title: Assistant Town Clerk

Reports To: Town Clerk

FLSA Status: Non-Exempt

Hours: 10 hours/week paid hourly

Employment Type: Appointed Position

Work Location: Greensboro Town Offices

Note: Assistant Town Clerk also serves as Assistant Treasurer.

Last Revised: January 2026s

Position Summary

The Assistant Town Clerk supports the Town Clerk in maintaining municipal, land, and vital records; providing courteous and efficient service to the public; and assisting with elections, licensing, and administrative functions of the Clerk's Office. This position performs clerical, recordkeeping, and customer service duties under the direction of the Town Clerk and in accordance with Vermont law and Town policies.

Essential Duties and Responsibilities

1. Records Management Support

- Assist in maintaining, filing, scanning, and indexing municipal records, land records, and correspondence.
- Accept documents for recording and prepare them for indexing and preservation.
- Assist in issuing certified copies of records under the direction of the Town Clerk.

2. Elections Support

- Assist with voter registration, absentee ballots, and preparation of election materials.
- Support polling place setup and election-day operations.

3. Licensing and Permits

- Issue dog licenses, marriage licenses, and other municipal licenses as authorized by the Town Clerk.

4. Financial and Administrative Support

- Receive payments, prepare deposits, and maintain transaction logs.
- Assist with reports, correspondence, and forms.

5. Public Service and Communication

- Serve as front-counter and telephone contact for the Clerk's Office.
- Provide courteous professional assistance to the public.

6. Additional Duties

- Provide coverage during absences.
- Perform related duties as assigned by the Town Clerk.
- This job description is not intended to be exhaustive. All members of the Town Office staff are expected to work collaboratively and cooperate on large projects, such as mailings and election administration.

Knowledge, Skills, and Abilities

- Knowledge of Vermont municipal records and elections procedures.
- Strong organizational and customer service skills.
- Proficiency with office technology.
- Ability to maintain confidentiality and accuracy.

Minimum Qualifications

- High school diploma or equivalent.
- Clerical or customer service experience preferred.
- Must be bondable.