

Woodbury Town Clerk Posting

Woodbury seeks applicants for the position of Town Clerk, someone with customer service and office skills, who is looking to help out your town and fellow residents. The ability and willingness to learn new systems and the patience to work with old systems, is necessary. Prior experience with government work at any level will be an advantage.

As summarized by the Vermont League of Cities and Towns:

“The Town Clerk plays a central role in the operations of local government. In many Vermont municipalities, the town clerk is the most visible elected official and, as such, most voters expect them to be informed about all aspects of town business. Statutorily, though, they have specific duties that range from administering elections, to managing public records, to issuing licenses. The clerk records deeds related to real estate and private property transactions and files vital statistical information records relating to town business.”

The Woodbury Town Clerk’s position is traditionally about a 20-hour week, with additional hours as needed – for example, during elections and Town Meeting. Managing the voter checklist and elections are important parts of the job, via an on-line voter-registration system provided by the state. Many mandated rules and procedures must be learned and followed. Maintaining the public records (land records, vital records, and general correspondence of all kinds) is required – this all involves being familiar with computer technology.

This role is ideal for someone who enjoys working with the public and brings strong organizational and administrative skills to the table.

Pay starting at \$25.00 an hour.

Necessary entry level qualifications:

- Proven experience in office management or administrative roles.
- Computer literacy with proficiency in Microsoft 365 (Word, Excel, Outlook), and data entry skills.
- Organizational skills with the ability to work amid interruptions
- Ability to work with others.
- Demonstrated customer service skills with professional phone etiquette and the ability to handle sensitive information discreetly.
- Ability to learn new systems, processes, and statutory requirements.
- Must be a Woodbury resident.

Please send a letter of interest and qualifications to selectboard@woodburyvt.org by April 24.