



Katherine Zygmont
Director of Human Resources

City of Meriden, Connecticut

Human Resources

142 East Main Street, City Hall

Meriden, CT 06450-5605

Telephone (203) 630-4037 • Fax (203) 630-5882

www.meridenct.gov

September 14, 2026

Assistant City Clerk/Registrar of Vital Statistics Full Time – 40 Hour Work Week

This is responsible clerical and administrative work involving the recording and administration of land, vital statistics and election documents.

Work involves responsibility for the storage and retrieval of documents, maps, records and files and for the administration of application and filing procedures. Duties include receiving, recording, filing and microfilming documents, recording voter and election information, issuing licenses and permits, and routine clerical tasks. This position also has the responsibility for making standard records management technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records management responsibilities of a City Clerk's Office.

Qualifications: An associate's degree in business administration or a related field plus one year of responsible records management experience, or a high school diploma or the equivalent including or supplemented by courses in business or records management plus three years of responsible records management experience substituting on a year-for-year basis.

Special Requirements: Certified Connecticut Town Clerk (CCTC)

Rate of Pay: \$29.32 per hour

Apply online at <https://tinyurl.com/meridencareers> and email applications/resumes to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

Open until filled.

E.O.E.

Assistant City Clerk/Registrar of Vital Statistics

General Description

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Supervision Received

Works under the general supervision of the City Clerk.

Examples of Duties

Receives, stamps and records documentation of land transactions, births, deaths and marriages.

Microfilms legal documents. Proofreads documents against microfilmed pages. Ensures accuracy of document indexing.

Issues absentee voter ballots and maintains voting records.

Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping licenses; burial and disinterment permits; and files liquor permits.

Writes, composes and compiles a variety of materials including correspondence, forms, reports and statistics, and enters data into a computer according to explicit procedures.

Maintains a wide variety of files and record books.

Operates a variety of standard and specialized office machines.

Provides information on city records and recording procedures to attorneys, real estate agents and the public and assists in resolving problems and complaints.

Administers oaths to newly elected officials.

Serves as a City Clerk in the absence of the City Clerk.

Supervises office staff of lower classification.

Performs related work as required.

Assistant City Clerk/Registrar of Vital Statistics

Knowledge, Skills and Abilities

Considerable working knowledge of records management and office procedures and practices.

Considerable knowledge of standard office equipment.

Considerable knowledge of the laws, regulations and procedures related to the office of City Clerk.

Good skill in basic business mathematics.

Considerable ability in oral and written communications.

Considerable ability to pay attention to detail.

Good records management ability.

Considerable ability to establish and maintain effective working relationships with superiors, associates, attorneys, real estate agents and the general public.

Qualifications

An associate's degree in business administration or a related field plus one year of responsible records management experience, or a high school diploma or the equivalent including or supplemented by courses in business or records management plus three years of responsible records management experience substituting on a year-for-year basis.

Special Requirements

Certified Connecticut Town Clerk (CCTC)