

The City of Newport, Vermont is seeking applications for the position of Assistant City Clerk/Treasurer. This position provides customer service and administration support for the City Clerk's Office and reports directly to the City Clerk/Treasurer.

Duties for the position include but are not limited to, counter service including cash handling and reconciliation, land and vital records recording, utility billing collection, collection of taxes, license and permit applications, abide by state statues, preform word and data entry, filing, coping, answer phone calls, spreadsheets, and other clerical duties .

Applicants should possess strong customer service and communication skills, attention to detail and accuracy in cash handling, working knowledge of computers to include Word and Excel. And the ability to meet deadlines. Associates Degree preferred, or equivalent level of High School or GED Diplomas, training and experience, specialized certifications, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Starting wage \$22.50 per hour plus benefits with an increase after a six month evaluation

The job application and cover letter and resume' are required as part of the application packet. Packets can be found on the City website at Newportvermont.org. or at the City Clerk's Office.

Application packets are due no later than Wednesday, April 29, 2026 at 4:30 PM.

Applications may be submitted to the City Clerk/Treasurer, James Johnson, 222 Main St., Newport, VT. 05855 or emailed to james.johnson.clerk@newportvermont.org

The City of Newport is an equal opportunity employer.

City of Newport
Assistant Clerk/Treasurer Job Description
Exempt
Full Time Regular

Nature & Scope of Position:

This position serves as the assistant City Clerk/Treasurer for the City of Newport and provides administrative, technical, and clerical support to the City Clerk/Treasurer. This position may perform the functions of the City Clerk/Treasurer as authorized and necessary. This position is responsible for maintaining city records, processing and recording documents, issuing licenses and official documents, assisting with elections, managing town accounts, tax administration, and performing other duties as assigned. The Assistant City Clerk/Treasurer must be self-motivated and demonstrate a high degree of trustworthiness, attention to detail, and ability to retain confidential information. The Assistant Clerk/Treasurer works under the supervision of the City Clerk/Treasurer and is ultimately accountable to the City Clerk/Treasurer, as provided for in 24 V.S.A. § 1170. In the absence of the City Clerk/Treasurer, this person may at times be responsible for overseeing the office operations.

Duties and Responsibilities:

- Process and record documents under the supervision of clerk/treasurer.
- Provides the public with general information and provides good customer service in person, in writing, or via telephone.
- Assist attorneys, realtors, and other professionals conducting research in city records.
- Notarize documents; perform transactions necessary to issue licenses, certificates and permits to the public, including marriage licenses, voter registration, dog licenses; burial transit permits, and land postings. Forward relevant reports to the various State Agencies.
- Work in database programs such as NEMRC which encompasses animal licensing, marriage licenses, animal licensing, tax administration, cash receipts, land records; vital records, voter checklist and cemeteries.
- Amend vital records as directed by court orders.
- Collect tax payments and cash receipts from customers and other city departments and enter into a cash receipts program.
- Apply prepayment of taxes to individual accounts, prepare and mail tax bills and mail utility bills, and calculate interest and penalties on delinquencies.
- Work closely with the clerk/treasurer to reconcile tax billing and assist with problem solving related to tax administration.
- Sign city checks and process bank transfers for numerous town accounts in the absence of city clerk/treasurer.
- Performs daily cash reconciliation.
- Assist with water and sewer billing and receivables and processing final readings.
- Assist town clerk/treasurer with duties for federal, state and local elections, special and annual city meetings.
- Correspond with customers on behalf of the city clerk/treasurer.
- Order supplies, sort and process mail for the clerk/treasurer office as delegated.
- Open and close clerk/treasurer office.
- Perform other duties as assigned by City Clerk/Treasurer.

Requirements of Work:

- Ability to work independently and with direction.
- Ability to maintain confidentiality.

- Enthusiasm for working with the public and in a team-oriented environment.
- Ability and willingness to learn and apply oneself to the job.
- Knowledge of community affairs, local committees and organizations.
- Ability to function in a typical office setting and operate equipment such as computers, copiers, fax machines, cash register, etc.
- Strong communication skills.
- Proficiency with computer applications and various software such as Microsoft Word, Excel, Google Docs, web surfing, email, etc., as well as an aptitude for learning new applications as may be required to accomplish various tasks.
- Ability to accept constructive criticism, and work well with others.
- Exceptional attention to detail and organizational skills.
- Must have ability to perform multiple tasks at once due to the constant interruptions by telephone, counter contacts, lawyers, paralegals, assessors and other employees.

Education, Training and Experience:

The following standards express the minimum background of training and experience desirable as evidence of an applicant's ability to qualify for a position of this class. Other education, training, or experience may be evaluated as equivalent and may qualify the applicant for the position:

- Associates degree preferred, or equivalent level of high school or GED diploma, training and experience.
- Comfort working with computers, office equipment, word processing, spreadsheets, databases and learning new and emerging technologies and software.
- Knowledge of local government is helpful.
- 2 year's experience in an office environment or in clerical / administrative position is preferred.

Experience may compensate for education.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. Work may include occasional pushing, pulling or carrying objects up to up to 25 pounds such as files, furniture or equipment. Work normally requires finger dexterity and hand-eye coordination to operate a keyboard and mouse. Occasional eye-strain from reading detailed materials and computer screens. Requires the ability to maintain mental focus within an open office atmosphere

DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.

- This job description is neither an employment contract nor a promise of work for any applicant

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City of Newport
Employment Application

Last Name _____ First Name _____ MI _____

Street Address _____

City/State/Zip _____

Email Address _____ Contact Number _____

If an offer of employment is made, can you submit proof that you are permitted to work in the US under federal law? Yes _____ No _____
(Note: if you are hired, you must furnish valid documentation that you are legally entitled to work in the US)

Type of work desired: _____

Other positions for which you believe you may be qualified _____

Date Available _____

High School, Trade, Business School or College Attended	No. of Years or Grades Completed	Degrees Earned or Expected	Major Courses of Study	GPA/Major

Employer	Job title/work description	Dates Employed	Why did you leave?

Military Information:

Are you a veteran of the US Military Service? Yes _____ No _____
If so, indicate branch _____ Dates _____

Military training & experience relevant to the job applied for: _____

Other Skills/Training: Describe your skills, experience, certifications, or other training that are relevant to the job sought (including membership in any trade organization or professional societies). _____

Professional References (Name, phone number/email, title /employer)

Any additional Information

Is a resume attached? Yes _____ No _____

Certification by Applicant (Read carefully before signing)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed herein including the municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am hired, my employment shall be completely voluntary and may be terminated at will at any time for any nondiscriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Applicant's signature

Date

City of Newport is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, veteran status, sexual orientation, gender identity, or other category protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to the aforementioned protected categories or other category protected by state or federal law.