

### **CITY and TOWN CLERK**

### **MISSION:**

To serve the City of Stamford, the State of Connecticut, the residents and the business community efficiently, securely, and confidentially.

**DUTIES:** Land Records (deeds, liens, maps,) Birth-Adoption-Marriage-Death Certificates, Elections, Minutes, Agendas, Resolutions, Liquor Permits, Trade Names, Dog Licensing, Claims, Notary Public, other...

## <u>Accomplishments</u>

- **➤ New Integrated Recording System** 
  - Cyber Security
    - Allows online credit card processing
  - Integration of Vital Statistics and Land Records
  - Remote access
  - Record Management
  - Data tracking
  - Online Dog License Renewal
  - Revenue producing
- Backfiling of 4 additional years
- Website overhaul
- Archival organization

#### **Pressure Points.**

#### > Staffing

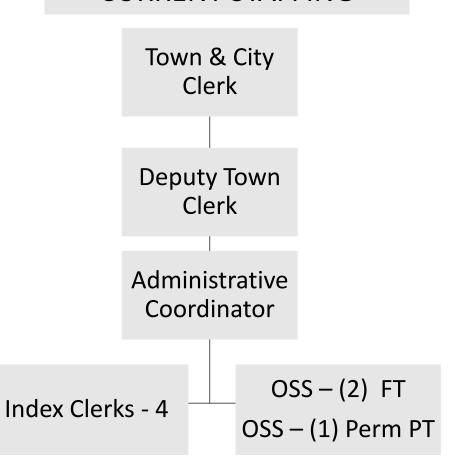
- Staff with improved skill sets
- Updated job descriptions requirements
- Backup and cross-training require shared job descriptions
- Compliance requires shared job descriptions

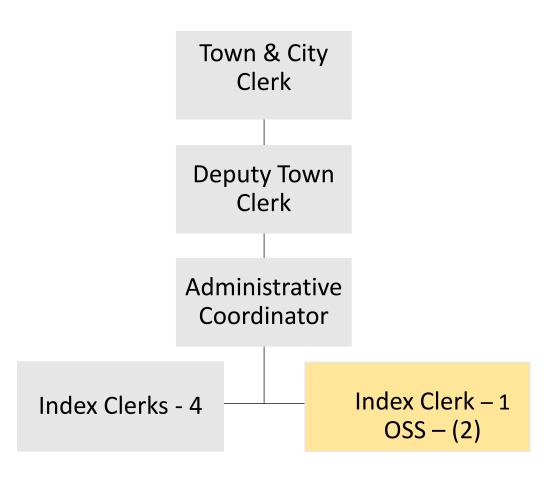
#### > Technology

- Staff with additional technological capabilities
- Dependence on IT for basic daily tech adjustments is unfeasible
- Continuous technological adjustments are constant interruptions for few staff members with that specific skill set.

#### **CURRENT STAFFING**

#### PROPOSED STAFFING





Same number of staff; 1 upgrade; one PPT to FT. Request \$17,125

# Budget Change Details

Position Title		Requested Change Title	Change
OSS 1	\$56,661	Index Clerk/Assistant Registrar; \$64,076	\$ <b>7,415</b>
OSS 2		No change	
OSS (Perm P/T)	\$45,000	Remove Position	-\$45,400
OSS 3	\$55,110	\$55,110	\$ <b>55,110</b>
		Total change:	<u>\$17,125</u>