



TOWN OF RANDOLPH, VERMONT

TOWN OF RANDOLPH TOWN CLERK/TREASURER

The Town of Randolph is seeking candidates to appoint as the Town Clerk and Treasurer.

The position is, essentially, a 1-year appointment until elections in March 2025. At that time, the individual appointed may have to run for reelection to retain the positions. State law requires that all candidates must be a resident of the Town of Randolph once appointed.

Duties include, but are not limited to: collecting payments for taxes and utility bills, administering elections, serving as the custodian of Town records, recording deeds, and issuing and recording certain certificates or licenses (birth, death, and marriage certificates, for example). The ideal candidate will have the ability to work independently, communicate and give information courteously, and provide a consistent public presence. Though the position has some level of statutory autonomy, the individual is expected to work in coordination with Town staff and the Selectboard.

The Town will consider candidates from a variety of educational and professional backgrounds. Knowledge of state, federal, and local ordinances, laws, rules, and regulations is desirable, but not required.

The appointment will be made by the Selectboard.

To apply, please submit a resume and cover letter to Judith Powell, at adminassist@randolphvt.org. For more information, please contact the Town Manager's office at the same email address. The position is open until filled.