



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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Personnel Sub-Committee

October 8, 2020

7:30AM

REGULAR MEETING AGENDA

Call to Order

- 1) Approval of Minutes
 - a) September 10, 2020
- 2) Classification Work
 - a) Assistant Town Clerk Positions
- 3) Executive Session - Pursuant to CGS §1-200(6)(A): Town Manager Contract Renewal
- 4) Executive Session - Update on Grievance Arbitration, Grievant: Chris Roy, Public Works and Parks Employees Represented by AFSCME
- 5) Town Manager Contract Renewal

Adjournment



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, September 10, 2020

Virtual Meeting Broadcast Live via SCTV

MINUTES - DRAFT

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham

Staff Present: Maria Capriola, Melissa Appleby

The meeting was called to order at 7:31am.

1) Approval of Minutes

The minutes of August 13, 2020 were approved by consensus.

2) Classification work

a) Golf Course Superintendent Job Description

Mr. Wellman said that there are modest changes being proposed to this job description. Ms. Capriola said that with the upcoming retirement of the incumbent, staff is proposing revisions to modernize the job description, as well as some housekeeping changes. Mr. Tyburski noted that there are no new additions to the job description, and that outdated items were removed.

Ms. Mackstutis made a motion effective September 10, 2020 to endorse the proposed modifications to the job description for the Golf Course Superintendent position. Further move that this recommendation be forwarded to the full Board of Selectmen. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously.

b) Town Clerk's Office Reorganization (Oral Update)

Ms. Capriola gave an oral report on forthcoming proposals for the Town Clerk's Office, which will be presented in October. This includes the creation of a new classification of Deputy Town Clerk, as well as updates to the existing job descriptions for the Assistant Town Clerk I and Assistant Town Clerk II positions. She said that with an upcoming retirement in that office, it gives staff the opportunity to evaluate the current positions and staffing structure.

Ms. Appleby said that the proposal will add depth to the office without adding to the head count. The revised structure will allow staff the ability to work to move up, and will provide for succession planning. She noted that the Town Clerk believes that this will be a huge improvement for the office.

Mr. Askham noted that the budgetary impact will be a primary factor in determining how we proceed with this proposal. Mr. Wellman asked how the work of the Town Clerk's Office has changed over the years. Discussion ensued regarding the statutory and non-statutory duties of the Office, as well as technological changes that have impacted the operations of the Office.

Communication Item

1) Memo from M. Capriola RE: Change in Job Title for Business Resource Center Coordinator Position

Ms. Capriola said that the new employee in this role worked with the Library Director and Library Board of Trustees to rebrand the Business Resource Center to the Business and Career Center. The title of the position has edited changed accordingly, to Business and Career Center Coordinator..

Executive Session - Pursuant to CGS §1-200(6)(A): Town Manager Contract Renewal, January 2021 – January 2024

Ms. Mackstutis made a motion to enter into executive session. Mr. Askham seconded the motion. All were in favor and the motion passed unanimously. All members of the committee and Ms. Capriola entered executive session at 7:42am.

Executive Session –Pursuant to CGS §1-200(6)(A), Town Manager's Performance

Ms. Capriola left the meeting for this executive session item.

Executive session ended at 8:42am.

Adjourn

Ms. Mackstutis made a motion to adjourn the meeting at 8:43am. Mr. Wellman seconded the motion. All were in favor and the motion passed unanimously.

Respectfully Submitted,
Melissa Appleby
Deputy Town Manager



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Melissa Appleby, Deputy Town Manager; Eric Gomes, HR Coordinator;
Ericka Butler, Town Clerk

Date: October 8, 2020

Re: Proposed Revisions to Assistant Town Clerk I & Assistant Town Clerk II
Classifications

Background

The Simsbury Town Clerk's Office currently has three full-time positions: Town Clerk; Assistant Town Clerk II & Assistant Town Clerk I. The Assistant Town Clerk II is scheduled to retire around November 30. The last update to the job descriptions for both Assistant Clerk positions was done in 1998, over 22 years ago. Attached please find proposed revised job descriptions for the Assistant Town Clerk positions. The proposed job description changes are largely housekeeping to reflect modern terminology, current practices, and current duties of the position.

The Assistant Town Clerk II and I positions are represented by the CSEA Secretarial, Clerical and Library unit. The Assistant Town Clerk II is currently classified at grade "T7" and the Assistant Town Clerk I is currently classified at grade "T5" on that employees' pay plan. The positions are classified as non-exempt and are regularly scheduled for 35 hours per week.

The Town Clerk and Town Manager's Office conducted benchmarking for external Assistant Town Clerk positions in area Town Clerk Offices to find a competitive salary range for the positions. It was found that the position of Assistant Town Clerk II is well below both the median and average salary range for external comparable positions and that the current salary range is not competitive with the market.

The Assistant Town Clerk I position allows for an employee to enter the Municipal Clerk career field at an entry level and gain valuable experience. As proposed, once the Assistant Town Clerk I employee has met the minimum qualifications of the Assistant Town Clerk II position, they could be reclassified to that position.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Past practice has included a review by the Personnel Sub-Committee of proposed job descriptions prior to adoption by the full Board of Selectmen. The Union will be sent the proposed revisions to the job descriptions and pay grades for the Assistant Town Clerk I and II positions for review and consideration.

Financial Impact

Benchmarking revealed that the existing Assistant Town Clerk II salary range is not competitive with external market data. Changing the pay grade from grade A7 to A10 of the secretarial, clerical and employees pay plan would add an increase to the range of \$6,516 to \$7,845 per year. Data also showed the Assistant Town Clerk I salary range is not competitive with external market data. Changing the pay grade from A5 to A7 of the secretarial, clerical and employees pay plan would add an increase to the range of \$4,022 to \$4,786 per year.

The current incumbents in the Assistant Town Clerk I and II positions are at the maximum of the range. However, due to the upcoming retirement, new or promoted staff is expected around November 30th. Based on the anticipated starting salary salaries of a new hire and/or promoted staff, the estimated savings on the FY 20/21 budget is \$5,862 or \$6,310 when payroll taxes are factored in.

Recommendation

I am recommending the revisions to the Assistant Town Clerk I and Assistant Town Clerk II job descriptions be approved as presented. I am also recommending that the pay grade for the Assistant Town Clerk II position be changed to T10 and the Assistant Town Clerk I position be changed to A7.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed recommendations, the following suggested motions are in order:

Move effective, October 8, 2020 to revise the Assistant Town Clerk II and Assistant Town Clerk I job descriptions as presented. Further move to endorse a salary range for the Assistant Town Clerk II position at grade T10 of the S, C, and L employees pay plan, or \$29.20 - \$34.90/hr or the equivalent of \$53,144 - \$63,518/yr and to endorse a salary range for the Assistant Town Clerk I position at grade T7 of the S, C, and L employees pay plan, or \$25.62 - \$30.59/hr or the equivalent of \$46,628 - \$55,673/yr.

Further move to forward the proposed revisions to the full Board of Selectmen for review and consideration.

Attachments

- a) Proposed Job Description Changes – Assistant Town Clerk I
- b) Proposed Job Description Changes – Assistant Town Clerk II

c) Assistant Town Clerk Salary Benchmarking Analysis

Town of Simsbury

TITLE: Assistant Town Clerk I

GRADE: ~~T5~~-T7

DEPARTMENT: Town Clerk's Office

DATE: XX, 2020

POSITION DESCRIPTION:

Under the general supervision and direction of the Town Clerk, performs responsible and varied clerical work in performing the duties of the Town Clerk's Office. ~~recording vital statistics, land records, election information and other records; issues various licenses and permits; and provides information to the public a requiring a knowledge of department programs and procedures.~~

ESSENTIAL JOB FUNCTIONS:

- ~~Plans work according to established office or standard procedure.~~
- ~~Researches land record information.~~
- ~~Enters absentee ballot and various licensing information into computer indexing programs.~~
- ~~Records and indexes land record information in day book and general indexes.~~
- ~~Receives and calculates recording fees and conveyance taxes for deed transfers, maps and surveys, trade name certificates, Notary Public appointments, liquor licenses, etc.~~
- ~~Records veterans discharge papers.~~
- ~~Registers voters and issues absentee ballots.~~
- ~~Performs other administrative details for general and special elections and for referenda.~~
- ~~Administers oaths.~~
- ~~Prepares certificates for births, deaths, marriages and other vital statistics for filing and indexing.~~
- ~~Receives fees for and issues dog licenses and sport licenses.~~
- ~~Provides assistance to title searchers, attorneys, and members of the public.~~
- ~~Compiles conveyance tax information and other data for inclusion in routine reports for review and signature by Town Clerk.~~
- Performs all regular functions of the Town Clerk's Office; examines work for exactness, neatness and conformance to policies and procedures.
- Uses land record indexing software to record land records both electronic and in hard copy; verifies all recordable real estate documents within statutory time limits; corrects recording related errors to assure timely, accurate preparation of indexes.
- Researches land record information; provides assistance to title searchers, attorneys, and members of the public.
- Receives, processes and reconciles payments for various transactions in the form of check, credit/debit card, electronic checks and electronic fund transfers.

- Responsible for preparing departmental purchase orders, processing invoices and P-card statements, maintaining gift card logs, depositing, tracking and acknowledging donations, and other financial management duties as assigned.
- Records and indexes births, deaths, marriages and other vital statistics using database software.
- Records and indexes veterans discharge papers using database software.
- Receives and maintains meeting minutes of the Town's boards and commissions.
- Receives and processes liquor permits, notary filings, records disposal authorizations, petitions and campaign finance filings.
- Issues marriage licenses, burial permits, cremation certificates, dog licenses, vendor permits and certified copies of vital records using computer software.
- Issues absentee ballots using the State of Connecticut's electronic Connecticut Voter Registration System.
- Maintains confidential information. Maintains records according to state retention schedule, prepares requests to destroy documents, and arranges for destruction of authorized documents. Prepares and maintains office files and records.
- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for patrons. Refers correspondence to the appropriate staff person or department as needed; follows up on requests to ensure satisfactory resolution.
- Administers and records oaths.
- Reports work accomplished to Town Clerk or Assistant Town Clerk II as assigned.
- Receives functional supervision from Town Clerk, or Assistant Town Clerk II as assigned.
- Screens telephone calls.

ADDITIONAL JOB FUNCTIONS:

- Performs ~~secretarial~~ clerical tasks for Town Clerk.
- Independently composes routine correspondence.
- ~~Assists with Town Meetings and minutes, as required.~~
- ~~Maintains office files.~~
- ~~Assists in maintaining Town Clerk's board and commission files.~~
- ~~Maintains cash drawer and reconciles cash.~~
- ~~May serve as a Notary Public.~~
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.~~
- ~~Ability to follow written and oral instructions.~~
- ~~Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.~~

- ~~Ability to solve recording and filing difficulties in a practical manner.~~
- ~~Ability to acquire a working knowledge of laws, regulations and procedures pertaining to mission of Town Clerk's office.~~
- ~~Ability to greet the public and offer assistance.~~
- ~~Ability to type with speed and efficiency.~~
- ~~Ability to perform basic mathematical computations.~~
- ~~Ability to use computer terminal to access, process and retrieve information contained in file records computer databases.~~
- ~~Ability to operate data and word processing equipment, e.g. Microsoft Word & Excel.~~
- ~~Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.~~
- ~~Ability to greet the public and offer assistance.~~
- ~~Ability to work and interact effectively with staff, superiors, and the general public in person and via the telephone.~~
- ~~Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.~~
- ~~Knowledge of land records and other related legal documents.~~
- ~~Ability to communicate effectively both orally and in writing.~~
- Ability to handle frequent interruptions and specific deadlines.
- Strong attention to detail.
- Ability to follow written and oral instructions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to solve recording and filing difficulties in a practical manner.
- Ability to greet the public and offer assistance; strong customer service skills. .
- Ability to type with speed and efficiency.
- Ability to perform basic mathematical computations.
- Ability to access, process and retrieve information contained in computer databases.
- Knowledge and skill in the use of the internet, spreadsheet, word processing and database software, and email.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work, interact and communicate effectively with staff, superiors, and the general public in person, via the telephone and via email.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and / or stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on detail with constant interruptions to remember multiple assignments given over long periods of time, and to understand the theory behind several related concepts.

- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers and shelving ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town building sites.
- Ability to reach and bend, to carry and lift documents or office equipment weighing up to 30 pounds.
- Ability to access and utilize overhead storage space.

REQUIRED MINIMUM QUALIFICATIONS:

High school education plus three (3) years of responsible records management experience or responsible office administrative work. Experience working in a law office or with real estate or land records or in customer service desirable.

Once the incumbent has become certified as a Connecticut Town Clerk and has at least three years of experience working in a Town Clerk's Office, the incumbent will be reclassified to the Assistant Town Clerk II position if they possess the minimum qualifications of that position.

LICENSE OR CERTIFICATE:

Must be sworn to duties as Assistant Town Clerk and Assistant Registrar of Vital Statistics pursuant to Connecticut General Statutes. Ability to become a Notary Public.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Town of Simsbury

TITLE: Assistant Town Clerk II

GRADE: ~~T7~~ T10

DEPARTMENT: Town Clerk's Office

DATE: XX, 2020

POSITION DESCRIPTION:

~~Under the general supervision and direction of the Town Clerk, performs responsible office administration and clerical work in recording vital statistics, land records, election information and other records; issues licenses and permits; provides information to the requiring a knowledge of programs and procedures; and assumes responsibility of office in absence of Town Clerk.~~

Under the general supervision and direction of the Town Clerk, performs responsible administrative, technical and clerical work in performing duties of the Town Clerk's Office; assisting with overseeing the Assistant Town Clerk I in the day to day operations of the office; assumes responsibility of office in absence of Town Clerk as assigned.

ESSENTIAL JOB FUNCTIONS:

- ~~Plans work according to established office or standard procedure.~~
- ~~Researches land record information.~~
- ~~Enters absentee ballot and various licensing information into computer indexing programs.~~
- ~~Records and indexes land record information.~~
- ~~Receives and calculates recording fees and conveyance taxes for deed transfers, maps and surveys, trade name certificates, Notary Public appointments, liquor licenses, etc.~~
- ~~Records veterans discharge papers.~~
- ~~Assists in preparation of legal notices and ballots and with other details for general and special elections and for local referenda.~~
- ~~Registers voters and issues absentee ballots.~~
- ~~Administers oaths.~~
- ~~Issues, files and indexes certificates for births, deaths, and marriages and related documents.~~
- ~~Receives fees for and issues dog licenses and sport licenses.~~
- ~~Attends Town meetings and records proceedings, as required.~~
- ~~Assists in preparation of legal notices and minutes of annual and special Town meetings.~~
- ~~Provides assistance to title searchers, attorneys, and members of the public.~~
- ~~Composes routine reports for review and signature by Town Clerk.~~
- ~~Maintains cash drawer and reconciles cash.~~
- ~~Prepares reports for fees collected.~~
- ~~Reports work accomplished to Town Clerk.~~

- ~~Maintains office materials and supplies.~~
- Administers and performs all regular functions of the Town Clerk's Office; examines work for exactness, neatness and conformance to policies and procedures.
- Uses land record indexing software to record land records both electronic and in hard copy; verifies all recordable real estate documents within statutory time limits; corrects recording related errors to assure timely, accurate preparation of indexes.
- Researches land record information; provides assistance to title searchers, attorneys, and members of the public.
- Receives, processes and reconciles payments for various transactions in the form of check, credit/debit card, electronic checks and electronic fund transfers.
- Responsible for preparing departmental purchase orders, processing invoices and P-card statements, maintaining gift card logs, depositing, tracking and acknowledging donations, and other financial management duties as assigned.
- Prepares and submits departmental monthly and quarterly revenue and disbursement reports to Town Finance Department and State Agencies for sport and dog licenses, preservation and land protection accounts, marriage licenses and total register receipts.
- Records and indexes births, deaths, marriages and other vital statistics using database software.
- Records and indexes veterans discharge papers using database software.
- Receives and maintains meeting minutes of the Town's boards and commissions.
- Receives and processes liquor permits, notary filings, records disposal authorizations, petitions and campaign finance filings.
- Issues marriage licenses, burial permits, cremation certificates, dog licenses, vendor permits and certified copies of vital records using computer software.
- Assists in preparation of legal notices and ballots and with other details for general and special elections and for local referenda.
- Issues absentee ballots using the State of Connecticut's electronic Connecticut Voter Registration System.
- Maintains confidential information. Maintains records according to state retention schedule, prepares requests to destroy documents, and arranges for destruction of authorized documents. Prepares and maintains office files and records.
- Provides customer service to the public, screens calls, walk-in traffic and correspondence. Provides information on department and/or Town services and acts as a point of contact for patrons. Refers correspondence to the appropriate staff person or department as needed; follows up on requests to ensure satisfactory resolution.
- Administers and records oaths.
- Assists in preparation of legal notices. Reports work accomplished to Town Clerk.
- Maintains inventory of office materials and supplies.

ADDITIONAL JOB FUNCTIONS:

- ~~Assumes responsibility for operation of office in absence of Town Clerk.~~
- ~~Relieves other staff as required.~~

- ~~Assists in maintaining Town board and commission files.~~
- ~~Performs related tasks as required.~~
- Assumes responsibility for operation of office in absence of Town Clerk as assigned.
- Relieves other staff as required.
- Assists in training new employees.
- Assists in the preparation of the annual report and annual budget requests.
- Monitors information relating to legislative changes.
- Assists in maintaining Town board and commission database.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.~~
- ~~Ability to follow written and oral instructions.~~
- ~~Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.~~
- ~~Ability to solve recording and filing difficulties in a practical manner.~~
- ~~Ability to acquire a working knowledge of laws, regulations and procedures pertaining to mission of Town Clerk's office.~~
- ~~Ability to greet the public and offer assistance.~~
- ~~Ability to type with speed and efficiency.~~
- ~~Ability to perform basic mathematical computations.~~
- ~~Ability to use computer terminal to access, process and retrieve information contained in file records computer databases.~~
- ~~Ability to operate data and word processing equipment, e.g. Microsoft Word & Excel.~~
- ~~Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.~~
- ~~Ability to work and interact effectively with staff, superiors, and the general public in person and via the telephone.~~
- ~~Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.~~
- ~~Knowledge of land records and other related legal documents.~~
- ~~Ability to communicate effectively both orally and in writing.~~
- Knowledge of records management techniques, including legal requirements for recording, retention and disclosure
- Ability to handle frequent interruptions and specific deadlines.
- Strong attention to detail.
- Ability to follow written and oral instructions.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to solve recording and filing difficulties in a practical manner.
- Knowledge of laws, regulations and procedures pertaining to mission of Town Clerk's office.

- Ability to greet the public and offer assistance; strong customer service skills.
- Ability to type with speed and efficiency.
- Ability to perform basic mathematical computations.
- Ability to access, process and retrieve information contained in computer databases.
- Knowledge and skill in the use of the internet, spreadsheet, word processing and database software, and email.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work, interact and communicate effectively with staff, superiors, and the general public in person, via the telephone and via email.
- Ability to monitor new issues and techniques appropriate to Town Clerk functions and responsibilities.
- Knowledge of land records and other related legal documents.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and / or stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on detail with constant interruptions to remember multiple assignments given over long periods of time and to understand the theory behind several related concepts.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to work in office setting subject to continuous interruptions and background noises.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers and shelving ranging from 1' to 7' from the floor.
- Ability to move throughout Town Hall and other Town building sites.
- Ability to reach and bend, to carry and lift documents or office equipment weighing up to 30 pounds.
- Ability to access and utilize overhead storage space.

REQUIRED MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with an Associate's Degree in business administration or related field, plus three (3) years of experience working in a Town Clerk's Office or five (5) years of experience working in a municipal office or responsible records management position. [Certification as a Connecticut Town Clerk required.](#)

LICENSE OR CERTIFICATE:

- ~~Certified Connecticut Town Clerk or ability to become certified within three (3) years.~~ Must be sworn to duties as Assistant Town Clerk and Assistant Registrar of Vital Statistics pursuant to Connecticut General Statutes.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Simsbury	Population*	Assistant Town Clerk			
		Title	Annual Salary		Hours/week
			Min.	Max	
	24,407	Assistant Town Clerk I	\$42,606.20	\$50,887.20	35
		Assistant Town Clerk II	\$46,628.40	\$55,673.80	35
Avon	18,352	Assistant Town Clerk II	\$59,542	\$69,791	37.5
Bloomfield	21,406	Assitant Town Clerk	\$57,007	\$71,276	35
Cheshire	29,330	Assistant Town Clerk	\$37,583	\$52,762	35
Enfield	44,585	Assistant Town Clerk	\$52,623		35
Farmington	25,572	Assistant Town Clerk I & II	\$54,527	\$73,645	37.5
Glastonbury	34,575	Assistant Town Clerk	\$55,907	\$69,888	37.5
Newington	30,404	Assistant Town Clerk	\$38,749	\$71,261	35
Southington	43,863	Assistant to the Town Clerk	\$55,292		35
South Windsor	25,937	Assistant Town Clerk	\$45,212	\$80,527	37.5
West Hartford	63,133	Assistant Town Clerk	\$62,296	\$77,038	35
Average	33,716		\$51,874	\$70,774	36
Median	30,404		\$54,909	\$71,269	35
		Difference between Assist. TC 1 & Mean	-\$9,268	-\$19,886	
		Difference between Assist. TC 1 & Median	-\$12,303	-\$20,381	
		Difference between Assist. TC 2 & Mean	-\$5,245.34	-\$15,099.71	
		Difference between Assist. TC 2 & Median	-\$8,280.90	-\$15,594.70	