

TOWN CLERK

Position Purpose:

The purpose of this position is to provide administrative and supervisory work in the administration of federal, state and local statutes, the maintenance of official municipal records, the issuing of various licenses and documents, and the administration of fair and accurate elections; performs all other related work as required.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Direction is received from the Town Administrator and in accordance with all applicable Massachusetts General Laws and town by-laws.

Supervision Given: Supervises election workers.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day.

Operates computer using standard office software, State Census/Voter Registration System, State Vital Records System, voting machines, ballot boxes, and other standard office equipment.

Makes regular contacts with the general public, other town departments and officials, members of town boards/committees, lawyers, undertakers, and state agency officials. Contacts are by phone, correspondence, and in person and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-oriented confidential information such as restricted vital statistic records and information from executive session meetings.

Errors could result in delay and confusion, have legal and/or financial repercussions, and cause adverse public relations for the department as well as the town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, organizes, publicizes, conducts, certifies and prepares reports on all elections. Establishes, reviews and updates all election procedures, subject to statutory requirements. Prepares and issues publicity and mailings regarding election activities, schedules and locations. Recruits, trains, schedules and supervises election works. Supervises the setup of polling locations. Prepares and certifies official election results and related reports.

Manages town voter registration activities in conjunction with the Board of Registrars on a year-round basis. Issues press releases, advertisements, mailings and signs to inform the public of registration activities and schedules. Schedules registration sessions. Certifies voter signatures on nomination papers of candidates. Prepares voter lists in various forms for use at polls and at Town Meeting.

Serves as local Registrar of Vital Records & Statistics. Responsible for registering, indexing, maintaining, and certifying vital records, including births, deaths, marriages; issues related licenses and collects fees. Determines whether statutory criteria have been met for changes in and access to certain vital records.

Certifies town actions, documents in compliance with legal time requirements. Maintains, files, and issues business certificates. Receives, certifies, and records various legal documents including contracts, agreements, leases, bonds, takings, deeds, and all other papers and documents. Maintains custody of the Town Seal, and committee reports and minutes.

Arranges for posting of Election warrants and notices calling Town Meeting. Responsible for accurately recording all actions taken at special and annual Town Meetings. Assists the Town Moderator. Maintains related official records. Records all matters voted at Town Meeting. Files Town Meetings actions with the Attorney General and the Department of Revenue.

Responds to customer requests for information on all department operations and functions. Interprets relevant statutes, bylaws, regulations, policies, and procedures of the office and directly participates in the resolution of more complex issues and concerns of the public. Imparts information in regard to Open Meeting Law, Conflict of Interest Law, and Public Records Law, and the administration of oath of office to town officials and committee/board members.

Responsible for the maintenance, disposition, and long-term preservation of department records.

Develops department budget.

Performs similar or related work as required, directed or as situation dictates.

Posts public meetings and agendas in accordance with open meeting law.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in business Administration, Government or related field; three (3) three to (5) five years of related public sector/customer service experience; or any equivalent combination of education and experience.

Special Requirements:

Must be a Registered Voter.
Ability to attain Notary Public.
Must be bondable.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of state statutes and bylaws relating to the duties and responsibilities of a Town Clerk highly desirable. General knowledge of the organization, operations, and procedures of local government helpful. Complete working knowledge of office administration, secretarial practices, financial record keeping and automated office systems and procedures.

Ability: Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under time pressure. Ability to prepare and administer budgets and to prepare financial reports. Ability to operate standard office equipment.

Skill: Skill in operating computers and applicable word processing and statistical applications. Excellent customer service skills.

Physical Requirements:

While performing the duties of Town Clerk, the employee is required to: interact and communicate frequently with: the public; all Town boards, committees, commissions and officials; Town staff and employees; state, federal, county, district, and regional government officials, employees and staff; civic and community organizations; and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)