



## TOWN CLERK / ASSESSORS CLERK

### **Position Purpose:**

The primary purpose of this full-time dual role position is to perform the essential functions of Town Clerk and Assessors Clerk for the Town of Hubbardston. As Town Clerk, administers elections, oversees voter registration, and maintains vital records and municipal documents. As Assessors Clerk, provides administrative support to the Board of Assessors in appraisal, tax administration and public assistance.

### **Supervision Received and Exercised:**

Reports to the Town Administrator. Also receives direction from the Chair of Board of Assessors on assessing functions. Supervises election workers.

### **Job Environment and Contacts:**

Work performed in a fast-paced office environment with frequent interruptions. Has regular contact with the public, town officials and departments, outside agencies, attorneys and real estate professionals regarding assessing inquiries, elections, vital records, and general municipal information. Maintains confidentiality of restricted records. Errors could result in legal/financial liability, public relations issues or cause significant confusion and delays.

### **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.)*

#### Town Clerk Functions:

- Plans, organizes and conducts town elections and certifies results. Recruits and supervises election workers. Ensures voting equipment/locations meet legal standards.

- Manages voter registration in coordination with the Board of Registrars. Certifies nomination signatures. Prepares voter lists and statistics.
- Maintains official vital records and issues certified copies. Reviews and determines whether changes meet statutory criteria.
- Records, certifies and issues various town documents (meeting minutes, deeds, contracts). Custodian of Town Seal and records.
- Certifies legal notices, arranges posting of warrants. Assists Town Moderator at town meetings.

Assessors Clerk Functions:

- Provides customer service to taxpayers on assessments, abatements and exemptions. Responds to phone/counter inquiries.
- Performs general clerical duties including word processing, filing, making copies, creating vouchers etc.
- Attends assessor meetings and takes minutes. Enters property data into CAMA software.
- Assists the public with applications for abatements. Confirms proper paperwork.
- Makes copies of property record cards/tax maps for owners.
- Generates warrant reports and files after the tax rate is set.
- Maintains/updates valuations, ownership records, property data systems and files.
- Purchases office supplies and materials for the department.

**Minimum Entrance Qualifications:**

- Associate's degree preferred; 3-5 years administrative experience in public sector setting
- Prior work in a town clerk's office is highly desirable
- Thorough knowledge of applicable regulations and office administration
- Excellent written/verbal communication and customer service skills
- Proficient with MS Office, databases, and financial systems
- Detail-oriented. Effective time management and organizational abilities

**Physical Requirements:**

Frequently operates computer, phone and other standard office equipment; moves about the office; communicates extensively with town officials and the public. Lifts or moves objects up to 10 pounds. Reasonable accommodations will be made for disabled persons to perform the essential duties.

(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.)