

Position Title: Town Clerk

Statement of Duties

The Town Clerk performs highly responsible administrative and supervisory functions in connection with the maintenance of official municipal records, the issuing of various licenses and official Town documents, management of the Town census, and the direction of election activities. The Town Clerk exercises independent judgment and initiative in the planning, administration and execution of the services of the Clerk's office, in the interpretation and application of laws, regulations and procedures.

Supervision

The Town Clerk is appointed by the Board of Selectmen. The Town Clerk reports to and works under the general supervision of the Town Administrator. The employee is required to work independently, within established policies and procedures and the requirements of federal, state and local law (as applicable), with minimal direct supervision. The Town Clerk has access to some confidential information obtained during performance of regular position responsibilities.

The Town Clerk exercises supervisory responsibility over all election employees and such other part and full time employees as may be assigned to the Town Clerk office.

Judgment

The Town Clerk has access, and must exercise discretion regarding, confidential and sensitive information. Errors could result in significant confusion and delay, result in improper disclosure of confidential information, could have legal and financial repercussions, and/or cause adverse public relations. The Town Clerk must be completely honest, reliable, discreet and have good judgment.

Job Environment

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

The Town Clerk has relationships with co-workers and the general public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or state agencies. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as departmental procedures.

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors, missed deadlines or poor judgment may include time loss caused by

Town Clerk Office
Town Clerk

back checking and slowdowns in the processing of the work, and financial ramifications to employees, vendors, and the municipality.

Duties of the job present minimal potential for injury. Risk exposure is similar to that found in typical office settings.

Position 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.

Essential Functions

- Plans, directs and supervises the work of the Town Clerk's Office, including preparation, monitoring and oversight of department operating budget
- Responsible for all Town Clerk functions established by Massachusetts General Laws, or as may be required by federal and local law, policies and procedures
- Supervises personnel in all aspects (i.e., recruitment of personnel, assignment of duties, performance evaluations and supervision, payroll preparation, maintenance of personnel records)
- Serves as Custodian of all Town records for which no other custodian is defined; has custody of books, reports, records and laws received from the Commonwealth; certifies public records
- Serves as Chief Election Officer for the Town, with full responsibility for the complete administration of fair and impartial federal, state, and local elections, including but not limited to maintenance of accurate voter registration lists, absentee ballots, maintenance and accuracy of election systems and equipment, and campaign finance law administration
- Serves as *ex officio* member and clerk of the Board of Registrars
- Serves as Custodian of Vital Records
- Attends all Annual and Special Town Meetings; records all votes and other action taken at town meetings; assists Town Moderator in the preparation and conduct of town meetings; records and certifies all appropriations; responsible for transmitting Town Meeting adoption of bylaws to the Attorney General's Office for approval, Town Meeting acceptance of provisions of the Massachusetts General Laws and Special Acts to the Secretary of State, and authorizations for borrowing to the Department of Revenue
- Administers the Annual Town Census
- Issues a variety of state and local licenses, permits and certificates; collects fees as necessary
- Serves as Keeper of Official Seal of the Town; administers oaths to elected and appointed officials and employees; complies with Massachusetts General Laws' requirements relative to the Conflict of Interest and Open Meeting Laws

- Receives, posts, and/or files all notices and minutes of meetings of all town boards and committees, as appropriate; handles public notice filings; records and files applications, maps, and decisions of the Planning Board; records and maintains files on preliminary and definitive subdivision plans; records and files all decisions of the Zoning Board of Appeals and appeals of such decisions
- Responds to inquiries and requests for information from the public, Town officials and employees, and other government officials, among others
- Performs similar or related work as required or assigned

Recommended Minimum Qualifications

Education and Experience

This position requires a bachelor's degree and at least five (5) years of experience as a Town Clerk or Assistant Town Clerk. Preference is a certification as a Certified Massachusetts Town Clerk. Such certification shall be required within three (3) years. The required education is to be supplemented with specialized training associated with the position of Town Clerk

The position requires the ability to be bonded and remain bonded during the entire tenure in the position.

The position requires that the individual have a commission as a notary public or obtain such within one (1) calendar year.

Knowledge, Ability and Skill (Minimum)

Knowledge: The Town Clerk position requires a thorough knowledge of applicable state, local and federal statutes and regulations related to the duties and responsibilities of a Town Clerk's office. These include a working knowledge of Open Meeting Law, Public Records Law, and State Ethics Law. The Town Clerk position requires a working knowledge of office procedures and practices.

Abilities The Town Clerk must have the ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. The position requires considerable ability to communicate effectively in written and oral form. The Town Clerk position requires the ability to establish and maintain complex record keeping systems. The Town Clerk must have good organizational skills, be detail oriented, and take independent initiative. The Town Clerk must be able to plan work ahead of time, handle multiple tasks, prioritize effectively and meet strict deadlines. The Town Clerk must be able to work effectively in high pressure situations, as necessary.

Skill: The Town Clerk will have proficient technology skills working with laptops/pcs as well as Microsoft Office products (Word, Excel, and Access). In addition experience working with specialized Town Clerk software. Proficient skill in operating computers and applicable word processing and spread sheet statistical applications. Excellent customer service skills are required.

Physical and Mental Requirements

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There is often the lifting of objects such as vital record books or photocopy and computer paper (up to 30lbs.).

Duties are largely mental rather than physical, but the job may require use of motor skills for activities such as moving objects, operating a telephone system, frequent use of the computer and/or most other office equipment, typing and/or word processing, filing, sorting, and operating a motor vehicle.

The Town Clerk is required to periodically work outside of normal business hours, such as to attend the Annual or Special Town Meetings and oversight of federal, state, and local elections. Attendance at Board of Selectmen or other Town Committee meetings may be required or requested from time to time when they relate to the Town Clerk's Office or the needs of the Town.

FLSA

This position is exempt under the Fair Labor Standards Act.