

## TOWN CLERK

### DEFINITION

Incumbent serves as Chief Election Official overseeing all aspects of the voter registration, census and election process as well as recording, officer, public records officer, registrar of vital records and serves as the central information point for the public.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Performs a wide variety of very responsible management and administrative responsibilities dealing with elections, vital statistics, public information, and records management.
- Processes and maintains vital statistics, census data, records and other documents maintained by the office in conformance with state statutes and town by-laws; issues certified copies of documents on request, and notarizes documents.
- Issues a variety of licenses and permits to applicants; ascertains compliance with laws; collects, records and accounts for fees.
- Completes a variety of reports and forms; composes correspondence, relying on knowledge of applicable laws; directs filing of public notices and decisions of boards.
- Interprets laws and by-laws for public; administers oaths of office; may notarize bills of sale, residency certificates and other forms; registers new voters.
- Administers Oath of Office for all Town Officials; keeps records of elected and appointed officials; distributes Open Meeting Law and State Ethics Code to all officials.
- Coordinated State Ethics Training requirements
- Certifies all Town Meeting appropriations, actions, and votes taken by Town Meeting members. Submits newly voted bylaws to Attorney Generals' office; presides until election of Moderator
- Attends Town Meeting to record votes taken and to assist the Town Moderator.
- Sets up special voter registration sessions at remote sites in order to increase the participation of residents in the electoral process.

- Serves as Chief Election Officer, provides for and directs the preparation of all elections in accordance with the requirements of the Secretary of State's Office and town by-laws; coordinates absentee ballots; assists in the preparation of the warrant for Selectmen's signatures; oversees the set up and operation of poll locations; hires, trains, supervises and assigns election officers and poll workers; prepares tally sheets; announces final election results.
- Responsible for voting machine programming, maintenance and testing. Responsible for layout and printing of town ballots.
- Serves on the Board of Registrars.
- Posts Open Meeting Notices and meeting schedules; provides information and assistance to the public as needed.
- Administers the Voter Registration Information System on the local level, as well as related census activities. Resolves voter issues
- Serves as Parking Clerk, collects and adjudicates fines and fees resulting from parking tickets.
- Serve as custodian of all town records.
- Acts as Burial Agent for the Town.
- Performs other related duties as required.

### **SUPERVISION RECEIVED**

The incumbent establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results. The incumbent exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

Incumbent manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The incumbent typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget; coordinates program efforts with other departments; approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

## **ACCOUNTABILITY**

Duties include department level responsibility for technical processes, service delivery, and contribution to plans and objectives and fiscal responsibility for the department, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could jeopardize department operations or have financial and legal repercussions, missed deadlines and adverse public relations for the Town.

## **JUDGMENT**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

## **COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Work typically concerns such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

## **CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a variety of confidential information.

## **EDUCATION AND EXPERIENCE**

Elected position. Preference for a Bachelor's degree and three to five years of experience in a related field; or an equivalent combination of education and experience.

## **KNOWLEDGE ABILITIES AND SKILLS**

Knowledge: Knowledge of state statutes, local bylaws and regulations governing the activities of Town Clerk. Knowledge of election laws. Knowledge of municipal government operations.

Ability: Ability to interpret and apply policies, procedures and regulations. Ability to maintain detailed records.

Skill: Skill in records management. Skill in computer and database programs, preferable Microsoft Office and database systems.

### **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. Incumbent may be required to work beyond normal business hours to attend evening meetings.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

#### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

#### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

#### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.