

Position Purpose:

Performs professional, administrative and supervisory work in conducting all elections, registering voters, recording and issuing vital records, maintaining official municipal records, issuing various licenses and documents and serving as a source of public information on a wide variety of subjects relating to the town. Performs all other related work as required, and other duties pertaining to the functions of the Town Clerk in accordance with the provisions of more than 73 Chapters and 451 Sections of the Massachusetts General Laws.

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.)

- Acts as the *Information Source* to the Town departments and the general public regarding all federal, state and local regulations and town bylaws, rules and regulations. Manages web-based content for the Town's web page located including but not limited to developing new web pages, assist all Town Departments with department web pages, and overall Town updates to the website. Responsible for the dissemination of all information pursuant to the State Public Records Laws.
- Serves as *Custodian of all Town Records*. Serves as Custodian of official town records and public documents; records, catalogs and files all town records, receives and files all legal claims and actions against the town and communicates pertinent information to the appropriate persons; updates changes to General By-Laws and performs certification and recording for the Town as required on legal documents. Goes to court on behalf of the Town when served. Has custody of books, reports and laws received from the Commonwealth.
- Serves as *Chief Election Officer* for the Town with full responsibility for all election activities; serves as ex-officio member and clerk of the *Board of Registrars* supervising all aspects of voter registration; hires, trains and supervises part-time election personnel. Plans, organizes, publicizes, conducts, certifies and prepares reports on all elections. Coordinate and administer Early Voting as required by law for all State and Federal Elections and train and supervise election officials. Establishes, reviews and updates all election procedures, subject to statutory requirements. Prepares and issues notifications regarding election activities, schedules and locations. Manages voter list and related functions using Massachusetts Central Voter Registry Information System (VRIS) as outlined in Massachusetts State Law. Prepares and receives nomination papers of candidates for town elections and posts lists of candidates duly nominated. Prepares and orders ballots and other necessary forms for local elections. Makes arrangements for application, mailing and voting equipment prior to each election. Makes arrangements to get voting equipment to the precincts. Transmits to the Secretary of State after every annual election, a complete list of town officers elected and qualified, and reports any changes in such offices as they occur.
- Coordinates Town Meeting including physical set-up and personnel; prepares calendar for annual and special town meetings; prepares for secret ballots, responsible for accurately recording all actions taken at Special and Annual Town Meetings, submits General By-Laws and zoning By-Law changes to the Attorney General's Office and issues certifications of votes as required by law or upon request; notifies Secretary of State of the acceptance by the Town of Chapters and Sections of General Laws and of any Special Acts. Prepares calendar for annual and special town meetings. Prepares voter list for checking voters into town meetings, keeps records of attendance. Notifies Secretary of State of the acceptance by the Town of Chapters and Sections of General Laws and of any Special Acts.
- Serves as *Registrar of Vital Statistics*, recording births, marriages and deaths; serves as custodian of town records and issues certified copies of same; records and issues certified copies of births, deaths and

marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records.

- Handles *Public Notice Filings*. Records telephone pole locations; bills for pole locations and collects fees. Records, files and indexes business certificates, tax liens, and other documents. Searches for records for public and furnishes certified copies.
- Records and files applications, maps and decisions of the Planning Board. Records and maintains files on preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and all appeals to such decisions.
- Administers the *Annual Town Census*; responsible for the updating, printing, and mailing of the census; prepares annual street list.
- Receives and files meeting notices of all town boards and committees.
- Issues a variety of *State and Town Licenses, Permits and Certificates*, including burial permits; provides for adequate maintenance of associated records and the collections of fees; submits monthly reports and fees to the Treasurer; maintains bank accounts. Issues annual dog licenses, ensuring that vaccination against rabies is current. Responsible for the notifications, issuance of citations to dog owners, and the collection of all related fees related to late licensing.
- Serves as *Records Access Officer*. Provide, coordinate and track the town response to requests from the public, agencies and organizations for access to public records as required by state law; advise record custodians of requests and act as liaison between requestor and custodians of records, ensure compliance with mandatory deadlines.
- Serves as *Keeper of the Official Seal of the Town*; administers oaths as necessary to all elected officials, appointed members of boards and committees, and police and fire department personnel. Coordinates the distribution of materials on ethical standards and ensures that all town employees including boards and committees meet their requirements of testing on ethics.
- Prepares and oversees the budget for the Town Clerk's office and Board of Registrars. Purchases all office supplies and equipment, as needed; processes all bills for payment.
- Maintains cash record book with bi-weekly accounting to Treasurer and Accountant on all fees collected by the office; cash turned over to Treasurer bi-weekly.
- Receives and implements new legislation concerning the functions of the office.
- Attends Clerk's conferences, meetings and seminars to keep abreast on all activities and responsibilities of the Town Clerk.
- Prepares the Annual Report for the Town Clerk and Board of Registrars for the Town Report.
- Responsible for the maintenance and codification of bylaws. Works with Archivist to inventory and preserve town records.
- Acts as liaison for the public. Assists people file necessary forms and documents. Responds to a variety of inquiries and questions.
- Acts as Federal Census Liaison for 2020 Federal Census for the town. Attends training and meetings, compiles data and information from the state Central Voter Registry, Annual Town Census, Assessors Property Maps and Building Inspector new construction.
- Performs similar or related work as required.

Recommended Minimum Qualifications:

Education and Experience:

Associate's Degree in Public Administration or related; Five to seven (5-7) years of related experience in municipal government in mid-level administrative or customer service position, including experience in elections and records management, or an equivalent combination of education and experience.

Special Requirements:

Must be a registered voter.

Ability to attain Notary Public status

Ability to attain Certified Massachusetts Municipal Clerk status from the Massachusetts City and Town Clerk Association and attain Certified Municipal Clerk status from the International Institute of Municipal Clerks.

Ability to become bonded.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of local, state and federal laws, regulations and procedures relating to the duties and responsibilities of a Town Clerk. General knowledge of the organization, operations and procedures of local government. Working knowledge of office administration, 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 record keeping systems. Ability to manage several projects at one time. Ability to supervise and lead subordinates effectively.

Skill: Excellent oral communication skills. Skill in operating computers and utilizing appropriate software applications. Excellent customer service and organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the Town Clerk, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, 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

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of services, and in the interpretation and application of laws, regulations and procedures.

Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Works under the administrative direction of the Town Administrator and according to applicable Massachusetts General Laws and relevant state, federal and local regulations and standards.

Supervision Given: Provides supervision to the Assistant Town Clerk, Election Officials, and all other people working/volunteering in the Town Clerk's Office. Develops job directions, assigns tasks, provides instructions and evaluates personnel performance.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy. Incumbent is frequently required to work outside of normal working hours when elections are conducted as well as attendance at all annual and special town meetings.

- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
- Employee has frequent contact with the public and state employees in various government departments. Contacts are primarily in person, by telephone, in writing and by email. Contacts generally involve providing information in proper format or verbally in a technical or factual nature.
- Has access to department-level confidential information such as restricted vital statistics; the application of appropriate judgment, discretion and professional office protocols is required.
- Errors could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

(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.)