

Job Title: Town Clerk	Hours per week: 40	FLSA Status: Exempt
Reports to: Town Administrator	Department: Town Clerk	Grade: 8
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
TOWN CLERK**

Statement of Duties

Administrative and supervisory work in the administration of the Town Clerk's office, the maintenance of official municipal records, the issuing of various licenses and documents, and the administration of fair and accurate elections; all other related work as required.

The Town Clerk records and/or provides for the recording of vital records, minutes of committee meetings, copies of all town ordinances, adopted fees and changes, regulations and administrative rules

Supervision

Works under the general administrative direction of the Town Administrator.

Functions independently, referring specific problems to Town Administrator only where clarification or interpretation of town policy or procedure is required.

Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the interpretation of application of laws, regulations and procedures, and in the direction of office personnel.

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

Has direct supervisory responsibility for those employees assigned to the clerk's office.

Supervises part-time election workers during elections.

Job Environment

Work is performed under typical office conditions, with continuous interruptions from the general public; frequently required to work outside of normal business hours. In addition, may be required to work on weekends.

Operates a computer and general office equipment, such as a calculator, copier, facsimile machine, and telephone.

Makes frequent contact, requiring perceptiveness, with other town departments, boards and committees, state and county officials; makes constant contact with the general public during the day. Contacts are by phone, correspondence, and in person, and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to department confidential information, such as bid proposals, reports and personal information regarding citizens receiving services from the department.

Has access to litigation and billing documents, and to confidential communication between the department head and citizens, employees, and other outside agencies.

The Town Clerk is responsible for following and adhering to the 73 chapters and 451 sections of the Massachusetts General Laws and the By-Laws of the town. In addition the Town Clerk needs to understand both the laws intent and specific requirements, and the legal implications of actions taken.

It is important to recognize that in addition to these legislative responsibilities, the Town Clerk is the communication spokesperson for and to the local citizenry. This office is the first door of government accessed by individuals seeking information and resolution to problems. The importance of this frequently unwritten role of public relations and customer service cannot be overstated.

Errors in application of established departmental procedures 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.

Considered the core of local government, the town clerk's office serves as the central information center for local residents and citizens at large.

Essential Functions

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

Serve as Registrar of Vital Statistics; oversees and participates in the recording and issuing of certified copies of births, deaths and marriages; submits reports to state and other authorities, as required.

Issues a variety of licenses and permits including marriage licenses, gasoline storage permits, raffle and bazaar permits, dog licenses, business certificates.

Responsible for the repair, binding, maintenance and proper storage of all permanent records in compliance with the state public records law.

Researches old records to verify information requested for genealogical studies.

Responsible for issuing burial permits to funeral directors, acting as Burial Agent for the Board of Health.

Passport Acceptance Agent, appointed by the Department of State, to verify applicant information and documentation submitted for the processing of passport applications

Administrator of the legal functions of the Town Clerk; establish methods and practices for the maintenance and safeguarding of town records in accordance with established statutes.

Serve as custodian of official town records and is responsible for the storage of and filing of all records of the Town.

Responsible for the Town vault and the maintenance, disposition, and preservation of municipal archival records and materials.

Oversee and participates in the issuance of a variety of state, county, and town licenses, permits and certificates, including dog licenses, fishing/hunting licenses, raffle/bazaar permits, etc.; collects and records all related fees.

Distributes applications for variances, special permits and site plan approvals; receives completed forms and processes; submits monthly reports and fees to the Treasurer.

File and record all assignments of benefits of creditors, federal and state tax liens and child support liens.

Research UCC (Uniform Commercial Codes) and provide copies upon request.

Coordinate/administer federal, state, and town elections. Coordinate all details and procedures for elections; prepares election materials, supplies and equipment for polling place; oversee and ensure that all statutory requirements are adhered to; supervise and train all election officials; monitor polling places to ensure conformance; provide voting registration sessions; distribute and certify all nomination papers; administer absentee voting procedures; record the results of election returns; notifies elected candidates in writing; enforces campaign finance law; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting. Notifies the Department of Public Works and polling locations of upcoming elections; notifies Police/Constables to arrange for detail coverage;

Administer the state voter registration information system at local level.

Prepare the voting list for the town for all primaries, elections, and town meetings making corrections based on census and voter data.

Conduct the annual census; prepare the street list of residents; furnish the jury list to the Office of the Jury Commissioner.

Maintain and update census data within the state voter registration information system on a continuing basis. Register new residents and new voters and update related files.

Distribute town literature, including bylaws, maps, and various applications.

Provides information on local, county and state government to the public.

Perform certification of legal and other documents.

Research, seal, and attest to town records such as bylaws, resolutions, easements, deeds, town meeting articles, bonds, roads, and other documents requiring town certification.

Attend regular and special town meetings; record, prepare, certify and distribute minutes, certify monies allocated; prepare and submit bylaws to the Attorney General for approval or denial.

Administer oath of office to all elected and appointed officials of all committees, commissions and boards and ensure that all elected and appointed officials are informed in writing of the Open Meeting Laws and Conflict of Interest Laws; receive resignations from same and notify the appointing authority. Maintains database of all board and committee members.

Provide access to public records in compliance with State Public Records Law and corresponding regulations.

Oversees and participates in the receipt, recording and maintenance of all public records including road layouts, deeds to town property, general and zoning ordinances, rules and regulations or all town boards and committees, business certificates, professional registrations, conflict of interest disclosures, minutes of all board and committee meetings; uniform commercial codes, federal and state tax liens, historic records, etc.

Record applicant's filing of subdivision plans and file notice of the Planning Board's action on such plans; certify subdivision plans endorsed by the Planning Board prior to the applicant's recording with the Registry of Deeds; record, file and certify, all decisions of the Zoning Board of Appeals before the decision is recorded at the Registry of Deeds.

Receive and record all appeals to all decisions of the Planning Board and the Zoning Board of Appeals and distribute copies to concerned parties.

Record and post all notices of town boards and committee meetings on Town's bulletin board and provide same to the media.

Maintain the Town Clerk web site

Supervise, train and conduct annual performance evaluation of subordinates in the course of discharging the duties of the town clerk.

Develop department budget, prepare payroll and bill warrants; ensure that the systems for records of expenditures and receipts is functioning properly and efficiently.

Review new or amended state laws for town use.

Maintain and update the Bylaws of the Town of Sterling.

Receive notices of claims and legal actions against or relating to the town.

Hold custody of the town seal and authorize its use.

Manages the preparation of the Annual Town Report, receives reports from departments, board/committees; compiles report for printing and distributes.

Attend all seminars, meetings, conferences and training courses which encourage specialized assistance and continuing education relative to professional and personal improvement

Plan, schedule, organize and implement the installation and subsequent upgrades of software in department and maintain the day to day operation in the office

Respond to all inquiries from the general public, frequently serving as facilitator with departments, providing knowledge and assistance in a fair and impartial manner to all

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree in public administration, government, or related field; five years of related experience; experience in municipal government, including experience in records management strongly preferred; or an equivalent combination of education and experience.

Special Requirements

Notary Public status required.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of state, local and federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office.

Working knowledge of office procedures and practices.

Working knowledge of Municipal Government Operations and Town Meeting 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 prepare and administer budgets and to prepare financial records.

Ability to operate a telephone and standard office equipment.

Ability to operate a computer.

Skill: Skill in operating computers including word processing, menu driven database updating and reporting, basic spreadsheet applications, internet research and email.

Excellent customer service skills.

Physical and Mental Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed.

The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear.

Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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