

Position Purpose:

This position performs responsible administrative, clerical, and technical duties assisting the Town Clerk in the daily operation of the office as well as preparing for Town Meetings and elections. Performs all other related work as required.

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.)

- Supports and assists the Town Clerk in all office functions. Performs administrative and clerical work in answering routine inquiries, explaining procedures, regulations or policies based on knowledge of office functions and services offered by the department.
- Acts as the Town Clerk in his/her absence and assumes all legal responsibilities of the office.
- Assists the Town Clerk as the custodian of all official municipal records and public documents. Files and maintains records in compliance with MGL. Provides official certification and filing notification as required.
- Assists with all election activities including ballot preparation and transport, early and absentee voting, voter list preparation and on-site supervision at the polling place. Assists in election tabulation and final results reporting.
- Responsible for issuing various state and local licenses and permits. Processes requests for licenses including marriage, dog, hunting and fishing, fuel storage tanks, raffles, and auctioneers. Verifies that all licenses and permits are issued in compliance with laws and regulations.
- Passport Acceptance Agent, responsible for verifying applicant information and supporting documents submitted for the processing of passport applications.
- Records and serves as the custodian of birth, death, and marriage records. Issues certified copies of vital records.
- Assists the Town Clerk in preparation for Town Meetings and Town Elections.
- Assists with the preparation, mailing and processing of the Annual Census and printing of the Street List.
- Posts meeting notices for town boards and committees. Maintains all meeting minutes and other documents submitted to the Town Clerk's Office.
- Provides assistance to officials, staff and the public with understanding and complying with Open Meeting, Conflict of Interest and Campaign Finance Laws.
- Prepares and submits weekly and monthly reports to Town Treasurer, Town Accountant, and the Commonwealth of Massachusetts.
- Maintains detailed and accurate records pertaining to the operations of the department. May post to various department accounts according to standard office procedures. Performs basic arithmetic computations to maintain record of fees collected.
- Performs Notary Public services.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma with an Associate's Degree preferred; three to five years of responsible clerical/accounting experience with some supervision required; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of standard office practices and procedures. Knowledge of Open Meeting law. Familiarity with municipal functions. Knowledge of office equipment and the operation of software applications. Working knowledge of MGL, records retention and public records computer laws, State Voter Registration Information System (VRIS) and the Vitals Information Partner System (VIPS)

Ability: Ability to maintain confidential information. Ability to work well with the general public, town departments and officials. Ability to communicate effectively in writing and orally. Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

Skill: This position requires excellent customer service and public relations skills. Excellent written and verbal communication skills. Proficient computer skills utilizing a variety of software applications including Microsoft Office. Skill in maintaining confidentiality. Excellent planning, organizational and multi-task 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 this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may seldom lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs responsible duties which require independent judgment and considerable attention to detail and accuracy in conducting operations.

Supervision Received: Works under the direction of the Town Clerk, and work is performed independently requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: Serves as Town Clerk during absences.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy. Must attend evening meetings.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; frequent contact with the general public, town departments and vendors; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- The employee has access to confidential information.
- Errors could result in delay or loss of services or have legal repercussions.

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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer