

Position Purpose:

This position performs responsible supervisory, administrative, and professional work, responsible for the direction of election activities, maintenance and preservation of official town records and official documents, as defined by Massachusetts General Laws. 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.)

- Manages all daily office functions.
- Acts as the custodian of all official municipal records and public documents. Files and maintains records in compliance with Massachusetts Laws and Regulations. Provides official certification and filing notification as required.
- Oversees all election activities including ballot preparation and transport, early and absentee voting, voter list preparation, and on-site supervision at the polling place. Provides final input of voting results and reporting to the Commonwealth.
- Responsible for issuing various state and local licenses and permits. Verifies that all licenses and permits are issued in compliance with laws and regulations.
- Records and serves as the custodian of vital records, birth, death, and marriages records.
- Issues certified copies of vital records and assists the public in genealogical research. Creates marriage licenses and birth certificates as required.
- Oversees and manages preparation and setup for Town Meeting check-in process. Assists in recording Town Meeting votes, article language and submitting accepted bylaws to the Attorney General for review. Creates and certifies final minutes.
- Oversees, manages, and prepares mailing and processing of the Annual Census, and printing of the Street List. Verifies and processes resident and voter registration updates upon request. Manages voter lists and the State Voter Registration Information System.
- Receives meeting postings, issues time stamps and posts notice of hearings. 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.
- Receives ZBA decisions, resignations and legal notifications relating to the Town.
- Maintains the Town Clerk's website, posts announcements, office news, meeting minutes and other town documents.
- Executes oath of office to all Elected/Appointed Town Officials. Distributes, tracks and records required Open Meeting Law and Conflict of Interest documents.
- Prepares bi-weekly payroll for the office. Maintains and oversees required work hours.
- Prepares yearly budget for the office and oversees current office budget. Approves expenditures.
- Receives notices of claims and legal actions against or relating to the Town.
- Performs similar or related work as required, directed or as situation dictates.

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

High School Graduation, Bachelor's Degree preferred; three years of Town Clerk office experience, or five years local government experience; or an equivalent combination of education and experience. Certified as a Massachusetts Town Clerk is desirable.

Knowledge, Ability and Skill:

Knowledge: Knowledge of state, local and federal statutes, and regulations applicable to the duties and responsibilities of a Town Clerk's office; knowledge of office procedures and records management; familiarity with budget process and implementation.

Ability: Ability to interact tactfully and appropriately with the general public and the press; ability to establish and maintain working relationships with town departments and state agencies. Ability to establish and maintain recordkeeping systems; ability to handle multiple tasks and meet deadlines, and ability to manage details accurately. Ability to learn the VRIS and VIPS state systems.

Skill: Excellent verbal and written communication skills, proficient computer skills and various software applications to include Microsoft Office. Excellent customer service and public relations 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 occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

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: None. This is an elected position and works independently. Most of the position is governed by State Statute.

Supervision Given: Supervises one part-time Assistant Town Clerk and election workers.

Job Environment:

- Work is performed under typical office conditions and work environment is moderately noisy. May be required to work additional hours.
- Operates computer, voting machines, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments, funeral homes, citizen groups, veterinarians, political candidates, the general public and state agencies, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to confidential information including personnel files, collective bargaining negotiations, legal proceedings, and impounded records.
- Errors and failure to comply with statutes could result in monetary loss and/or 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