

Job Description

Title: Town Clerk

Supervision: The Town Clerk is hired/appointed by the Select Board and reports directly to The Town Administrator.

Hours/Compensation: This position is a part time hourly, non-exempt position. The actual hourly rate will be authorized annually by annual appropriation.

Benefits: As this position requires less than 20 hours per week no Town benefits are offered. This position must participate in the OBRA retirement program.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Responsible for all 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.
- Serve as 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 Records Manager; is custodian of official town records and responsible for the storage of and filing of all records of the Town. Responsible for the Town records storage and the maintenance, disposition, and preservation of municipal archival records and materials.
- Serve as one of the Town's Records Access Officer; Provide access to public records in possession of the Clerk in compliance with State Public Records Law and corresponding regulations.
- Serve as ex-officio member and Clerk of the Board of Registrars of voters.
- Coordinate/administer federal, State, and town elections. Coordinate all details and procedures for elections; 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; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting.

- Conduct the annual census and prepare the street list of residents. Maintain and update census data within the State voter registration information system on a continuing and regular basis.
- 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.
- 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 all annual and special Town Meetings; prepare and certify minutes, certify monies allocated; prepare and submit general bylaws and zoning bylaws to the Attorney General for approval/denial; and notify proper State officials of borrowings articles.
- Control the issuance of a variety of licenses and permits (marriage licenses, gasoline storage permits, permits for raffles and bazaars, dog licenses, kennel licenses, business certificates, pole locations, and tag sale permits).
- Administer oath of office to all elected and appointed officials, including those officials serving on any multi-member Town body, 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.
- 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 public utility decisions and pole hearings.
- Receive and record all appeals to all decisions of the Planning Board and the Zoning Board of Appeals, and distribute copies to concerned parties.
- Maintain a record of the posting of all legal notices of Town multi-member body meetings. Maintain a record of the approved minutes of Town multi-member bodies.
- Maintain the Town Clerk's page on the Town website.
- Prepare and administer annual budgets for the office – Town Clerk, elections, and board of registrars.
- Receive and record all monies collected, making timely turnovers to the Town Treasurer as required by law.
- Review all new or amended State laws for town use.
- Receive notices of claims and legal actions against or relating to the town.
- Register all vital records and report to the Commonwealth's central vital registration system, including birth and death certificates. Provide certified copies of vital records and conduct or assist with genealogical research for members of the public.
- Hold custody of the town seal and authorize its use.
- Attend, as possible within the work schedule, seminars, meetings, conferences and training courses which encourage specialized assistance and continuing education relative to professional or personal improvement.
- Plan, schedule, organize and implement the installation and subsequent upgrades of software in department and maintain the day to day operations 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.
- Considered the core of local government, the Town Clerk's office serves as the central information center for local residents and citizens at large.

Recommended Minimum Qualifications:

Education & Experience: High school diploma and a valid driver's license.

Knowledge, Ability and Skill:

- Knowledge of Windows programs/operating system as well as other office equipment.
- Excellent organizational skills, the ability to work with minimal supervision and the use of good judgment, confidentiality and tact regarding the requirements of the position.
- Ability to work well with the public and other Town employees.
- Minimal physical effort required to perform functions under typical office conditions.
- Position requires the ability to operate a keyboard.
- Ability to access large, heavy storage boxes/records.
- Certification is preferred