

Job Description for the Pelham Town Clerk

Summary of the Position

The Town Clerk performs highly responsible administrative and supervisory functions including maintenance and preservation of official municipal records, administration of elections, issuance of permits, licenses and official Town documents, recording and reporting of vital statistics, 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. The Town Clerk exercises independent judgment and initiative in the planning, administration and execution of the services of the Clerk's office, in the interpretation and application of laws, regulations and procedures.

Essential Duties and Functions

General

1. 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.
2. Administer the department of the Town Clerk. Establish methods and procedures. Prepare and administer annual budgets for the Town Clerk, elections, and board of registrars.
3. 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.
4. Receive and record all monies collected making timely turnovers to the Town Treasurer as required by law.
5. Administer the issuance of a variety of licenses and permits, e.g., marriage licenses, gasoline storage permits, raffle and bazaar permits, dog licenses, kennel licenses business certificates, pole locations, and any other appropriate licenses issued by the town.
6. Receive notices of claims and legal actions against or relating to the town.
7. Hold custody of the town seal and authorize its use.
8. Maintain and update the Code of the Town of Pelham.
9. 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.
10. Correspond with the public, other town and state officials, and other agency employees verbally, by telephone and in person, and in writing.

Elections

1. Serves as ex officio member (Pelham residents may serve as a member) and clerk of the Board of Registrars.

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2. 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 recruit and train all election officials, set up, staff and monitor polling places to ensure conformance, provide voting registration sessions prior to town meetings and elections, distribute and certify all nomination papers, administer absentee and early 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.
3. 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.

Maintenance and Access to Town Records

1. Serves as the custodian of official town records and is responsible for the storage and filing of all records of the Town. Is responsible for the Town vault, and the maintenance, disposition and preservation of municipal archival records and materials.
2. Provide access to public records in compliance with State Public Records Law and corresponding regulations.
3. 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.
4. File and record all assignments of benefits of creditors, federal and state tax liens, and child support liens.
5. Receives, files and/or posts all notices and minutes of meetings of all town boards and committees on the Town's bulletin board website, and provides same to the media, as appropriate; handles public notice filing.
6. 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.
7. Receive and record all appeals to all decisions of the Planning Board and the Zoning Board of Appeals and distribute copies to concerned parties.

Vital records

1. Register all vital records and report to the Commonwealth's central vital registration system.
2. Provide certified copies of vital records and conduct or assist with genealogical research for members of the public.
3. Receive marriage intentions and issue marriage licenses.
4. Submit monthly reports on vital statistics to Boston.

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Census

1. 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.

Town Meeting

1. Prepare for and attend regular and special town meetings, prepare proceedings based on action taken, record and certify monies allocated, prepare and submit bylaws to the Attorney General for approval or denial.
2. Review all new or amended state laws for town use, prepare and certify the minutes of all town meetings, certify all action taken for town officials and notify proper state officials of borrowing articles.
3. Keep computerized minutes of all town meetings.
4. Keep permanent files of town meetings actions.

Website and electronic records

1. Maintain the Town Clerk section of the Town's web site.
2. Plan, schedule, organize, and implement the installation and subsequent upgrades of software in department, as appropriate to service the town needs, and maintain the day-to-day operation in the office.

Professional Development

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

Supervision received

The Town Clerk works under the general supervision of the Select Board, and exercises independent judgement when completing the duties listed in the job description.

Supervision Exercised

The Town Clerk is responsible for scheduling work assignments and monitoring the quality and quantity of work performed by any employee of the Town Clerk, staff or temporary help utilized during special activities such as but not limited to local, state, and national elections. The Town Clerk also performs non-supervisory work that is usually of the same kind and levels as is done by the employees supervised.

Minimum required skills and abilities

1. Excellent communication skills, both oral and written.
2. Ability to maintain confidentiality and to exercise sound judgment and discretion.
3. Highly organized, detail oriented, and able to manage ongoing projects with minimal supervision.

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4. Ability to operate all standard office equipment and software, including databases and spreadsheets.
5. Ability to plan work ahead of time, handle multiple tasks, prioritize, meet strict deadlines, and work in high-pressure situations.
6. Proficiency in word processing, spreadsheets, creating presentations, documents, and use of database software.
7. Ability to interact in a positive and effective manner and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public, and personnel at all levels of authority using principles of good customer service.
8. Must perform all aspects of job responsibilities with honesty and integrity.
9. The position requires the ability to be bonded and remain bonded during the entire tenure in the position.
10. The position requires that the individual have a commission as a notary public or obtain such within one (1) calendar year.

Education and Experience

Candidates for the position with related post-secondary education are desirable but not required; three to five years of relevant experience; or any equivalent combination of education, training, certification and experience.

Working Conditions

1. Standard office environment with frequent interruptions from visitors and staff, and shifts in work load prioritization.
2. Must be able to travel / attend required and optional meetings, training sessions, conferences, seminars, court dates, and resident appointment (day and evening) as required.

Physical Requirements

(Physical requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process).

Minimal physical effort is required to perform most duties. The employee is frequently required to speak and hear, use hands and arms to operate equipment and reach; may lift items weighing up to 30 pounds. Vision requirements include the ability to read routine and complex documents, and use a computer.