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approved

ASSISTANT RECORDS ACCESS OFFICER

Job Summary

The Assistant Records Access Officer serves as the primary contact for Public Records Requests. The Assistant Records Access Officer serves as a member of the Town Clerk department performing administrative and clerical work in assisting the Town Clerk in discharging the duties of the office; and all other related work as required.

Supervision Received

The Assistant Records Access Officer works under the general supervision of the Town Clerk. Performs regular duties independently, exercising judgment and using tact when dealing with the public; refers unusual or policy problems to the Town Clerk or other proper authority.

Supervision Exercised

The Assistant Records Access Officer may assist with training of registrars of voters and election workers, as well as temporary office help. The Assistant Records Access Officer assists the Town Clerk in arranging and conducting training sessions for staff and committee/board members who serve as the custodian of records for their departments.

Major Duties

1. Records Access.
 - a. Monitors the Town website, department email and correspondence for requests for public records.
 - b. Following established procedure the Assistant Records Access Officer coordinates custodian's responses to requests for access to public records and facilitates the resolution of such requests by the timely and thorough production of requested records.
 - c. Assist persons seeking public records to identify the records sought.
 - d. To the extent feasible, provides public records to a requester in electronic format.
 - e. The Assistant Records Access Officer shall maintain a comprehensive record of all information pertaining to a Public Records Request as described in 950 CMR 32.05(1)(c).
2. Records Management. Performs technical archival duties following policy and procedure in order to classify, care for, preserve and dispose of archival materials. Utilizes imaging equipment and software to electronically store documents. Sorts, collates, indexes and shelves materials in the most advantageous manner. Prepares shelf lists and cross index files in order to provide access to materials. Provides access and reference services. Maintains databases on all permanent records. Destroys or arranges for the destruction of eligible materials and maintains a computerized database of information on materials destroyed according to records laws and regulations.
3. Elections. Assists the Town Clerk in all phases of election process. Arranges and proofs all town election ballots in preparation for printing. Reviews absentee ballot applications; processes and mails absentee ballots in accordance with legal provisions; assists with preparation of warden's materials and prepares lists of absentee voters and voter checklists to be delivered to the polling location.

4. Voter Registration. Applies knowledge of voter registration laws to assist in maintaining accurate files of affidavits and registers voters. Certifies signatures on petitions and nomination papers, certifies political enrollment of candidates; provides information and assistance to candidates as directed.
5. Vital Statistics. Applies knowledge of General Laws governing vital statistics in the issuance of licenses, certificates, correction or establishment of records. Handles related correspondence to a large extent independently. Certifies all documents in the absence of the Town Clerk. Records Home Births according to State Law in the absence of the Town Clerk.
6. Town Census. Enters reviews and updates data pertaining to census and voter registration. Assists in print and mailing "drop" notices annually. Assists in preparation of annual Street List.
7. Town Meeting. Verifies voter signatures on petitions and assists with preparation of voter checklist. May assist in preparation of Town Meeting warrant. May assist in forwarding adopted by-laws to the Attorney General for approval.
8. General. Makes recommendations to management for improvements in services. Receives and maintains official town records. Issues a variety of permits and licenses. Makes official changes in records to insure validity, may confirm with appropriate state office acceptance of vital records, retention/disposition schedules, election calendars, files and indexes town warrants, election and Town Meeting results, court cases, by-laws, etc. Swears in town offices and members of Town boards and committees in the absence of the Town Clerk and maintaining official listing. Assists with distribution of materials and tracking compliance with Open Meeting Law and Ethics training.
9. Performs other duties as assigned.

Desired Minimum Qualifications

Associates degree in business administration, government administration, or related field and/or five years municipal clerk's office experience, or any equivalent combination of related education experience.

Comprehensive knowledge of theories, principals, and techniques of records management. Demonstrated comprehensive skill in planning, organizing and coordinating records management.

Must be able to work independently and as part of a team; know the operational policies and procedures. Skill in operation of listed tools and equipment; ability to establish and maintain effective working relationships with employees, supervisors and the public; ability to work independently; ability to communicate effectively both orally and in writing.

Tools and Equipment Used

Personal computer, including word processing, database, and spreadsheet software; telephone; copy machine; fax machine.

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, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk. 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 must occasionally lift and/or move up to ³⁰10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate noise.

Selection Guidelines

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.