

## TOWN CLERK TOWN CLERK

### DEFINITION

Position is responsible for managing the Town's elections, vital records, business certificates, and public records requests, while maintaining legal documentation and meeting related materials.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Responsible for all Town Clerk functions established by the Massachusetts General Laws.
- Manages the Election process for Town and Federal elections. Prepares polling locations, election materials, supplies and equipment. Supervises election workers, and processes payroll for poll workers. Prepares election results and certifies elected candidates.
- Serves as Registrar of Vital Statistics. Certifies, records, and maintains vital records of births, deaths, and marriages.
- Maintains legal documents and open meeting documentation as the Chief Public Records Officer.
- Supervises and participates in the issuance of licenses, permits and certificates. Distributes applications, and receives completed forms and applicable fees. Ensures the fees are turned over.
- Attends Annual and Special Town Meetings. Records all votes and actions taken at those meetings. Responsible for transmitting adoption of by-laws to the Attorney General's Office for approval, acceptance of provisions of the Massachusetts General Laws and Special Acts to the Secretary of State, and authorizations for borrowing to the Department of Revenue.
- Administers Census. Mails, collects, and stores annual census data. Registers new residents and new voters. Tracks voter registration.
- Oversees department budget.
- Performs other related duties as necessary.

### SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals,

objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

The manager is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

### **JUDGMENT AND COMPLEXITY**

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, regulations, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

### **NATURE AND PURPOSE OF PERSONAL CONTACTS**

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **CONFIDENTIALITY**

Employee has access to some confidential and sensitive information in the performance of their duties.

### **EDUCATION AND EXPERIENCE**

High School diploma or equivalent, and 2 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

## **KNOWLEDGE, ABILITY, AND SKILLS**

**Knowledge:** Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department.

**Abilities:** Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability to multitask and prioritize.

**Skills:** Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

## **WORK ENVIRONMENT**

The majority of work is performed in an office setting.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.