



**JOB DESCRIPTION**

<b>Position Title:</b>	<i>Town Clerk</i>	<b>Salary/Step/Grade:</b>	<i>\$62,000 – \$80,000</i>
<b>Department:</b>	<i>Town Clerk's Office</i>	<b>FLSA Status:</b>	<i>Exempt</i>
<b>Reports to:</b>	<i>Town Administrator</i>		

**SUMMARY**

Administrative and supervisory work in connection with the keeping of official municipal records, the issuing of various licenses and official documents, and the direction of election activities; all other related work as required by laws.

**ESSENTIAL FUNCTIONS**

Appointed, per Town Charter, by the Town Administrator.

Works directly in accordance with the provisions of the Massachusetts General Laws, Town By-Laws, Town Charter and policies of the Town.

Performs a variety of highly responsible duties in accordance with state statutes and Town laws requiring the exercise of judgment and discretion in interpretation and application, and for which there is direct accountability to the Commonwealth and Town.

Makes frequent contacts with all Town departments, state and county officials and the general public to receive and provide information, utilizing diverse and innovative communication and translation methods.

Has access to confidential information the disclosure of which could have legal repercussions. Errors in important official records could result in considerable confusion and delay, and create serious legal or financial problems for the Town or individual citizens.

Serves as chief election officer for the Town with full responsibility for all election activities; prepare official ballot; issues to all candidates information on campaign laws and campaign finance report forms; compiles and records election results and notifies Secretary of State; records votes taken at Town Meetings and notifies the Town Accountant and the Board of Assessors with a statement of all the appropriations made and the manner of raising the same.

The Town Clerk shall notify all boards, officers and committees of all votes passed at any Town Meeting in any way affecting them; maintains records of Town Meetings actions.

Serves as Clerk of the Board of Registrars supervising all aspects of voter registration; certifies signatures on petitions and nomination papers; maintains voter list and street list provides list of residents for jury pool; conducts the annual Town census.

Serves as registrar of vital statistics, recording births, marriage and deaths and furnishes official records as requested; serves as custodian of Town records and of the official seal of the Town ; administers oaths as necessary; records appointments and resignations to Town office.

Supervises the issuance of a large variety of state, county and town licenses and permits and provides for adequate maintenance of associated records and the collection of fees; records and files deeds of Town-owned property.

Records receipt of subdivision plans, records and files Planning Board, Board of Appeals decisions with regard to zoning and subdivision control certifies timeliness of zoning and subdivision control actions; serves as custodian of official zoning map.

Reviews State Acts and Resolves as they are published and notifies any affected office or department of the changes. Prepares and oversees budgets for Town Clerk office, and Board of Registrars; prepares Town report for Annual Town Report; is responsible for the binding of vital records and the preservation of Town records.

The Town Clerk keeps and properly files all deeds, bonds, contracts, agreements, releases and all other papers and documents in any way affecting the interests of the Town.

All such papers and documents, unless otherwise required by law, shall be filed with the Town Clerk by all boards, officers and committees, when the work to which such papers and documents pertain has been completed.

Maintaining and posting of Board and Committee meetings and all other postings as required.

Records financial filing, Business certificates, Traffic Regulations, Accepted Streets, Pole Locations and makes all searches, amendments as required.

The basic duty is to be keeper of town records and dispenser of information. The functions of this office are interrelated with many other town departments. At the State level, the Town Clerk is answerable to the Secretary of- State; Director of Accounts; Attorney General; Dept. of Public Works; Dept. of Public Health and Dept. of Community Affairs.

Along with office hours, the Town Clerk is available for voter registration sessions, town meetings and elections, longer hours on deadlines to file nomination papers and petitions, and phone calls at home.

***Physical Demands:***

Negligible physical effort required in performing duties under typical office conditions; moderate physical effort required when supervising Town elections.

**SUPERVISION EXERCISED**

Supervises one part-time employee and numerous (55-100) part-time employees during elections, census and registrations. Trains part-time election, census, and registration workers.

## QUALIFICATIONS

Graduation from high school. Considerable experience in office management, staff supervision, and record keeping. Ability to plan, organize and supervise the activities of the Town Clerks' Office. Ability to establish and maintain effective working relationships with Town Officials, department heads, employees and the general public. Ability to effectively train and supervise office staff. Considerable knowledge of the laws and regulations governing the operation of the Town Clerk's office. Considerable knowledge of the administration and functions of Town government. Considerable knowledge of office practices and procedures and of the operation of standard office equipment. Ability to operate said equipment including computers.

The following are considered highly desirable: College degree in business or public administration or liberal arts. Previous experience as an assistant Town Clerk. Three to five years progressively responsible experience in records management. CMC (Certified Municipal Clerk).

### *Special Skills or Experience:*

Knowledge of state statutes, town bylaws and town charter relating to the duties of the Town Clerk, and/or willingness to acquire the necessary knowledge and to keep current on new laws and procedures. Must attend meetings and conferences, to keep abreast of pending and new legislation. Ability to communicate orally and in writing with the public and with those involved in local and state government. Ability to maintain confidentiality and discretion. Must be able to be bonded.

### *License or Certificate:*

Willingness to apply for and become a Notary of Public.

Willingness to work to become a Certified Municipal Clerk (CMC).

*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. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.*