

Town Clerk
Assistant Town Clerk

DEFINITION

Position is responsible for providing administrative support to the Office of the Town Clerk including the maintenance of vital records, voter registration, and licensing, and assist in the preparation, staffing, and supervision of elections and Town Meetings.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below 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.

- Provide general assistance to the public, town departments, boards and committees regarding information of public record.
- Post board and committee meeting agendas and minutes in accordance with Open Meeting Law.
- Administer oaths of office.
- Assist in the maintenance and processing of vital statistics (birth, marriage, death and burial) and historic record preservation.
- Issue licenses and permits; collect fees; maintain all records.
- Certify nomination papers and initiative petitions.
- Assist the Town Clerk in the administration and operation of election activities. Register voters; prepare voter registration lists; maintain Voter Registration Information System.
- Assist with the supervision and training of election workers.
- Assist the Town Clerk in the preparation of the census and jury lists.
- Compile data and prepare reports for the Town Clerk, Secretary of State, Registrar of Vital Records and Statistics, and other federal, state and local agencies as required.
- Perform responsibilities of Town Clerk in their absence.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices,

regulations, and precedents, which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant 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 regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and two to three years of relevant experience; or any combination of training and education required to fulfill the duties of the position.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of office procedures and familiarity with computer software applications including word processing and spreadsheets for recording statistics and reporting. Requires accurate data-entry and record-keeping skills.

Abilities: Ability to work independently and multi-task.

Skills: Effective customer service and communication skills. Contacts require ordinary courtesy and tact to resolve issues. Must be judicious and respectful in the handling of sensitive and confidential information.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 and 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. Frequent computer use.