



## Town of Danvers Position Description

<b>Title:</b> Town Clerk	<b>Classification:</b> Management
<b>Department:</b> Town Clerk	<b>Union Status:</b> Non-Aligned
<b>Reports to:</b> Assistant Town Manager	<b>Grade:</b> M-2
<b>Effective Date:</b> July 8, 2020	<b>FLSA Status:</b> Exempt

### **GENERAL SUMMARY:**

Performs highly professional and responsible administrative and supervisory work in conducting all elections, registering voters, recording and issuing vital records, conducting the Town Census, maintaining official municipal records, issuing various licenses and documents, and serving as a source of public information on a wide variety of subjects relating to the Town. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control. Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the department

### **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.)*

- Serves as the Town's Registrar of Vital Statistics; oversees and participates in the creation, maintenances, recording, and issuance of certified copies of births, deaths and marriages; submits reports to the State and other authorities as required. Responsible for the maintenance and proper storage of all permanent records in compliance with State public records laws.
- Acts as Chief Election Officer of the Town; oversees elections and ensures that they are fair and accurate; coordinates all polling locations; prepares election materials and precinct workers; plans, organizes, publicizes, and certifies all election reports; prepares election results for the Secretary of State's Office and media outlets. Coordinates and administers early voting as required by law for State and Federal elections. Works with candidates and political organizations to ensure that campaign practices comply with election laws and regulations.
- Serves as Clerk to the Board of Registrars and serves as a voting member. Issues press releases, advertisements, and mailings to inform the public of registration schedules and events. Prepares voter lists.
- Registers new residents and updates VRIS at the Secretary of State's database. Constantly updates changes in voter and/or residential records.
- Serves as the Clerk to the Board of Selectmen; prepares agendas and posts meetings in compliance with MGL Open Meeting Law; attends Board of Selectmen meetings.
- Serves as Keeper of the Official Seal of the Town. Administers the Oath of Office to all elected and appointed members of local committees, boards and commissions, Police and Fire personnel; keeps records of oaths, bonds, resignations.
- Ensures that all elected and appointed officials observe the State's Open Meeting and Conflict of Interest Laws. provides open meeting, standard of conduct, and conflict of interest regulations to all sworn employees.
- Assists at Town Meetings; reviews and attests warrants; prepares voting lists, records votes on all matters; aids the Town Meeting Moderator as necessary.
- Responsible for the receipt, recording and maintenance of all official public records including but not limited to road layouts, deeds to Town property, general and zoning bylaws, Town Charter, personnel bylaws, rules and regulations of all Town Boards and Committees, business certificates, professional registrations, conflict of interest disclosures and historical records.
- Participates in and supervises the issuance of a variety of State and Town licenses, permits and certificates; receives completed forms and processes

- Submits turnovers and necessary monthly reports to the Town Treasurer/Collector as required.
- Develops and implements management practices to improve the maintenance and updating of official public records and filings. Provides various Town departments with public record information and needs.
- Oversees and ensures compliance with the State Open Meeting Law for Boards and Committees.
- Administers the annual Town Census and serves as the Town's designee regarding the completion of the Federal Census; responsible for updating, printing and distributing of the Town census forms and submission of reports to the Secretary of State's office and Town Meeting zoning, and bylaw submissions to the Attorney General's Office. Develops and implements procedures to ensure quality control of database and supervises data entry staff. Responsible for maintaining population statistics.
- Issues dog licenses in accordance with MGL; maintains records of all dogs known to the Town and sends registration reminders to residents. Responsible for the issuance of citations to non-compliant dog owners, and the collection of all related fees related to late licensing.
- Records and files applications, maps and decisions of the Planning Board; records and maintains preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and appeals to such decisions.
- Prepares and administers operating budget for the Town Clerk.
- Receives and files all legal claims and actions against the Town.
- Arranges for the printing and distribution of the Town's Annual Street List.
- Responsible for the development and maintenance of Town department websites.
- Records and certifies all official actions of the Town.
- Develops and/or adopts new and innovative techniques to improve effectiveness of the departments. Promulgates and issues policies, procedures, and direction, written and oral, cover all departmental functions not inconsistent with their powers, duties and responsibilities.
- Attends training programs and seminars to maintain knowledge of current local, State or Federal rules, regulations and laws pertaining to the provision of municipal Town Clerk services.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Public Administration or related field. Master's degree preferred. Five to seven (5-7) years of progressively responsible experience in municipal government in a supervisor capacity, or any equivalent combination of education, training, and experience.
- State Certification as a Notary Public strongly preferred or ability to obtain within one (1) year of hire.
- Justice of the Peace and Commissioner to Qualify Public Officers required.
- Certification by the Massachusetts Town Clerks Association strongly preferred or ability to obtain within one (1) year of qualifying.
- Ability to be bonded required.
- Valid driver's license.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

**KNOWLEDGE, ABILITY AND SKILL**

*Knowledge:* Thorough knowledge of local, State and Federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office. Working knowledge of office administration, financial record keeping systems. Strong knowledge of office equipment and the operation of computer software applications including Microsoft Office.

*Ability:* Ability to conduct research and respond to a variety of inquiries, multitask and prioritize work while dealing with frequent interruptions, time deadlines and disgruntled members of the public. Ability to establish and maintain detailed and accurate record keeping systems. Ability to interact effectively and appropriately with the public and other personnel. Ability to establish and maintain effective and harmonious working relationships with local, State and Federal officials, Town employees and the public. Ability to communicate effectively in oral and written format.

*Skills:* Strong leadership and supervisor skills. Proficient written and oral communication skills. Strong computer skills. Strong customer service and recordkeeping skills.

**SUPERVISION**

*Received:* Works under the general direction of the Assistant Town Manager, and in accordance with the applicable Town rules and regulations and provisions of the Massachusetts General Laws.

*Exercised:* Responsible for the supervision and performance of staff within the department and operating units under their direction and control.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.
- Makes frequent contacts with the general public, department heads, the accountant’s office, attorneys, banks, and mortgage companies. Contacts are in person, in writing, and by telephone and via standard reports.
- Has access to department-level and Town-wide confidential information; the application of appropriate judgment, discretion, and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of department services, and have financial repercussions; exposure to certain legal liabilities.
- May be required to work additional/extended hours from time to time.

**Physical Requirements**

*(The physical demands described 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.)*

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**



Human Resources Director

July 8, 2020

Date

**Received by:**

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Employee

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Date

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Human Resources

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Date