

TOWN CLERK

Position Purpose:

The purpose of this position is to perform professional work in connection with the maintenance of official municipal records, the issuing of various licenses and official documents, the management of the Town census, and the direction of election activities. Performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of highly responsible functions in accordance with federal & state laws, and town bylaws requiring the exercise of considerable judgment and discretion in interpretation and application, and for which there is direct accountability to the Commonwealth.

Supervision Received: Works under the administrative direction of the Town Administrator, and in accordance with the provisions of the Massachusetts General Laws and the rules and regulations of the Secretary of State's office and the Department of Revenue and the Charter/By-Laws of the Town of Pepperell.

Supervision Given: Supervises department employees, developing job direction, assigning tasks and instructions, and monitoring performance. Select, manage, and train numerous seasonal election workers. Contributes in overseeing the work of the Board of Registrars; makes recommendations for their yearly pay.

Job Environment:

Work is performed under typical office conditions, with frequent interruptions. Provides assistance and information to the general public on a walk-in basis, on the telephone and via email and U.S. Post mail. Required to attend evening meetings. The Town Clerk is also required to attend all annual and special town meetings.

Operates computer and general office equipment such as copier, fax, and telephone. Manages maintenance, testing, operations and delivery of voting equipment.

Makes frequent contacts with town departments, boards and committees, state, county, other municipality and federal officials, banks, and the general public, to provide information and solve problems. Contacts usually involve the provision of information of a technical, legal, or factual nature to the public or interested parties.

Has access to confidential information such as certain vital statistics, creates vital records using such information.

Errors could result in delay and confusion, result in the improper disclosure of confidential information, call election process and results into question, have legal repercussions, and cause adverse public relations.

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.)

Acts as the *Information Source* to the town departments and the general public regarding all federal, state and local regulations and town bylaws, rules and regulations.

Serves as *Custodian of all Town Records*. Serves as custodian of official town records and public documents. Maintains Town records in conformity with the Massachusetts General Laws. Records, catalogs, and files town records. Performs certification and recording for the Town as required on legal documents and other requisite records.

Serves as *Chief Election Officer* for the Town. Arrange details of all local, state, and federal elections in accordance with the requirements of the Secretary of State's office and local bylaws. Manages all on-site activity at election polls. Staff polls in accordance with general laws. Transport ballot and ballot boxes. Supervises and trains election officers and poll workers and department personnel. Oversee, announce and certify and report official all final election results. Administer and is a member of the Board of Registrars.

Serves as *Registrar of Vital Statistics*, recording births, marriages and deaths; serves as custodian of town records and issues certified copies of same; records and issues certified copies of vital records of births, deaths and marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records. Creates vital records for home births and adoptions.

Records *Town Meeting Votes* and sends newly accepted bylaws to the Attorney General's office for approval. Certifies town budget in order for Assessor to set tax rate; certifies votes of all Town Meeting actions, as required. Prepares calendar for Annual and Special Town Meetings. Prepares Town Meeting Member list for checking members into Town Meetings, keeps records of attendance, is responsible for employing a stenographer to record the verbatim record of the entire proceedings of every town meeting and records votes. Notifies Secretary of State and State Department of Revenue of the acceptance by the Town of Chapters and Sections of General Laws and of any Special Acts.

Serves as *Town Census and Voter Registration Administrator*. Arrange for and maintain the annual census of each resident of the Town. Prepare and print the annual street list. Verify and certify residency of individuals and voting status upon request. Transmit census information to Jury Commission for jury list according to jury commissioners' format. Manage the voter list and associate interactions with the State Voter Registration Information System. Conduct early voting as required by law.

Issues a variety of *State and Town Licenses, Permits and Certificates*, maintains associated records and the collection of fees; submits reports and fees to the Treasurer. Issues annual dog and other pet licenses, ensuring that vaccination against rabies is current.

Serves as *Keeper of the Official Seal of the Town*; administers oaths as necessary to all elected officials, appointed members of boards and committees, and police and fire department personnel. Attest to elected officials signatures. Attest to and maintain files of appointed and elected Town officials. Disseminate and maintain records of compliance for Open Meeting Law Conflict of Interest and State Ethics Code and guidelines for municipal officials and board, committee and commission members, both appointed and elected. Issue certificates of the votes at Town Meeting as required by law or upon request. Seal and attest, by signature, to bylaws, resolutions, and contracts, easements, deeds, bonds, and other documents requiring Town certification.

Undertake research and prepare answers for Federal, State, County and/or Town government officers. Attend all Town Meetings, record all votes and certify votes affecting the finances of the Town.

Calls Town Meetings in the absence of the Board of Selectmen. In the absence of the Moderator, presides over Town Meeting until the election of a Moderator, according to law. Prepare any secret or paper ballots under the direction of the Moderator.

Prepares and oversees the department's budget. Purchases all office supplies and equipment, as needed; processes all bills for payment. Prepares annual report for department.

Maintains cash record book with accounting to Treasurer and Accountant on all fees collected by the office; cash turned over to Treasurer weekly.

Prepares a variety of reports and projects as requested by the Board of Selectmen and other Town officials.

Attends professional meetings, training programs, and seminars in order to stay abreast of changes or new trends in the field and to maintain knowledge of pertinent Massachusetts laws.

The Town Clerk serves as an ex-officio member of the Board of Registrars and the Bylaw Review Committee.

Serves as the Town's Burial Agent; issues burial permits.

Serves as Justice of the Peace.

Conducts genealogy research.

Updates the department's website and works on special projects as needed.

Performs similar or related work as directed.

Recommended Minimum Qualifications:

FLSA: Exempt
Most recent edit: January 6, 2020

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Education, Training and Experience:

Possess a Bachelor's Degree from an accredited college; Master's Degree is highly desirable. Five or more years of management experience developing and implementing guidelines, policies and at least five (5+) years of increasingly responsible municipal experience including experience working with the public. Municipal experience with codes, statutes or bylaw is helpful. Certified Municipal Clerk (CMC) credentials are highly desired.

Special Requirements:

Ability to become bonded
Valid MA driver's license
Notary Public

Knowledge, Ability and Skill:

Knowledge: Working knowledge of state, local and federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office. Knowledge of Massachusetts General Laws. Knowledge of Town and Zoning Bylaws.

Ability: Ability to establish and maintain working relationships with the general public, town officials and departments, and state, federal agencies. Ability to apply interpretations and precedents to current problems. Ability to establish and maintain complex record keeping systems. Ability to formulate timely reports, properly interpret and carry out the laws of the Commonwealth and Town relating to meetings, elections, and other duties associated with the Town Clerk's office.

Skill: Excellent communications and public relations. Skill in operating computers and related word processing is required. Strong organizational skills to manage staff commensurate with rapidly changing priorities, constant interruptions and inflexible legal deadlines and requirements.

Physical Requirements:

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.

Tasks require the ability to exert light physical effort in sedentary to light work, which regularly may involve some movement of books, files, folders (15 pounds); occasionally tasks may involve movement/placement of election equipment and set-up. Regularly conveys information to the public. Tasks may involve extended periods of time at a keyboard or workstation. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

(This 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.)