

Job Description – Town Clerk

Nature of Work

This is responsible administrative and clerical work in directing all activities of the office of the Town Clerk. Work responsibilities include the preparation and maintenance of official municipal documents, supervision of elections within the town for municipal, state and/or federal elections, issuance of various registrations, licenses, certificates and permits, recording various documents and vital statistics, and preparation of weekly, monthly and yearly reports. Work involves extensive public contact in collecting various files and providing information. Work is performed in accordance with municipal ordinances, state and federal law, and requires initiative, judgment, with general supervision from the Town Manager and/or Select Board, and ability to work effectively and independently with others.

Essential Duties & Responsibilities:

Maintains indexes and preserves all permanent council and other town records.

Acts as the custodian of the official town seal.

Plans and supervises the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the Secretary of State; supervises Board of Voter Registration and all voter registration functions.

List of yearly elections is as follows:

*Annual Town Meeting – Held on the second Friday in March from 8:00am – 8:00pm.

*State Primary and/or State Referendum, and/or Special Town Meeting – Held on the second Tuesday in June from 8:00 – 8:00pm.

*Presidential Primaries are sometimes held in March. If this should happen, voters may vote in November for the March Annual Town Meeting to be held on the same day as the Presidential Primary. If that does not happen, there will be two separate elections in March.

*Presidential, Gubernatorial and all other Candidates running for State or Federal Offices, and/or State Referendum, and /or Special Town Meeting – Held on the second Tuesday in November from 8:00am-8:00pm.

All elections listed above are done by secret ballot only and will allow voters to request an absentee ballot.

*Special “Open” Town Meeting – Held anytime the Select Board calls the meeting. Location and times vary. Voting is done by “show of hands” unless a voter motions for an article to be voted on by Australian Ballot and the majority of the voters in attendance accept the motion.

All Special “Open” Town Meetings are for in person voting only. Absentee voting is not allowed with open town meetings.

Validates official documents; oversees posting of official notices, ordinances, advertisements; records papers with federal, state, county, and municipal governments as needed.

Prepares appointment papers and swears in municipal officials as necessary.

Supervises the issuance of, or issues, various licenses such as marriage, hunting, fishing and dog licenses, and maintains all records in relation thereto, and sends periodic reports to the State of Maine Office of Vital Statics, Inland Fisheries & Wildlife, and Animal Welfare.

Maintains, supervises the issuance of, or issues, various records such as births, deaths, and marriages, and sends periodic reports to the State of Maine Office of Vital Statistics.

Supervises the issuance of, or issues, various registrations such as snowmobiles, atvs, and boats, and sends monthly reports to Inland Fisheries & Wildlife.

Supervises the issuance of, or issues, most licenses such as victualer licenses, mobile home park licenses, coin operated amusement device licenses, as mandated by local or state law.

Maintains a public information service and, in response to reasonable requests, provides information and material concerning the town government.

Accounts for all public monies received by him/her in such manner as the Treasurer may prescribe.

Prepares a daily cash out to give to the Treasurer of all monies received in the Clerk's Office.

Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by state law.

Sets up and maintains a records retention and destruction system for the Municipal Center.

Updates charter, code and ordinances as necessary.

Issues new and used automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of the same as a deputy to the Tax Collector.

Participates in the collection of various taxes including excise and property taxes as a deputy to the Tax Collector.

Work Requirements

Thorough knowledge and understanding of the state statutes relating to the duties and responsibilities of Town and City Clerks.

Thorough knowledge of modern office procedures, practices and equipment.

Ability to rapidly acquire and assimilate knowledge of the provisions of the town charter, town ordinances, and state regulations relating to operation of the office and town government and ability to communicate same to office staff, other town officials and the public.

Ability to establish and maintain effective working relationships with other town officials, employees and the general public.

Ability to organize and maintain records and prepare reports.

Proficiency in the use of the adding machine and typewriter.

Ability to use the computer system to conduct business and maintain records.

Take the required Freedom of Access training for municipal officials.

Experience and Training

High School graduate and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Must be able to obtain certificates for all completed training as a municipal clerk.