

## **Description - Town Clerk**

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, issuance of various licenses and permits, recording various documents and vital statistics. 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, and ability to work effectively and independently with the public and other officials. This position will require this person to be Focused, Detailed, Flexible and Dedicated.

## **Illustrative Examples of Work**

- Attends Select Board meetings, takes and prepares minutes of the proceedings and maintains all permanent Board and other Town records.
- 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.
- Serves as custodian of official Town records and public documents, performs certification and recording for the Town as required on legal documents and other records requiring such certification; seals by signature to ordinances, contracts, easements, deeds, bonds or other documents requiring Town certification; catalogs and files all town records.
- Validates official documents; oversees posting of official notices, ordinances, and advertisements; records papers with the federal, County and State governments as needed; 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.
- Supervises the issuance of, or issues, most licenses such as vehicle licenses, as mandated by local or state law.
- Acts as the custodian of the official Town seal.
- Administers oath of office to public officials.
- Serves as a Notary Public.
- Prepares and advertises legal notices of public hearings and special meetings.
- Maintains records of births, deaths, and marriages, and sends periodic reports to the State of Maine Office of Vital Statistics.
- Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning the Town government.
- Accounts for all public monies received by him/her in such manner as the Treasurer may prescribe.
- Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by state law.

- Acts as, or arranges for, a clerk for all municipal boards and committee meetings.
- Sets up and maintains a records retention.
- Updates Code and Ordinances as necessary.
- Agent for the Unorganized Territories, Town of Shirley and reporting for as well.
- Performs duties as assigned by the Town Manager.

### **Requirements of Work**

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

Thorough knowledge of office procedures, practices and equipment.

Ability to rapidly acquire and assimilate knowledge of the provisions of the 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 relationship with other Town officials, employees and the general public.

Ability to organize and maintain records and prepare reports.

Take the required Freedom of Access training for municipal officials.

### **Desirable Experience and Training**

Considerable experience in clerical work of a responsible nature including experience with public contact; high school graduate, office procedures, and computers. Before becoming Town Clerk, candidate will need to complete various certifications.