

TOWN CLERK – JOB DESCRIPTION

Hired by: Select Board and Town Administrator

Weekly Hours: 25 hours

Reports to: Town Administrator

Hourly Pay Range: \$15 - \$19

Nature of Work:

Employee of this class is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. Work is performed in accordance with the Town ordinances and State and federal laws with a high degree of independence and general supervision from the Town Administrator.

Essential Duties and Responsibilities:

- Administers all elections including scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and accepts voter registration.
- Validates official documents, oversees posting of official notices and advertisements, and records papers with federal and state government as received.
- Issues various licenses such as marriage, hunting, fishing and dog licenses, and maintains all related records.
- Maintains records of births, deaths, marriages, burials and sends monthly reports to the State of Maine Office of Vital Statistics; issues certified copies of same.
- Processes and collects excise taxes for newly registered and renewal registered automobiles, trailers and boats.
- Confirms cashbox totals before each open and after each close.
- Submits daily receipt report to Fiscal Officer.
- Administers all "oaths of office"; maintains terms of office for boards/committees.
- Responds to requests for information.
- Assists the public with genealogy research.
- Prepares monthly reports on various areas of office activity.
- Writes and edits the monthly newsletter.
- Performs additional duties as assigned.

Requirements of Work:

- Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of town and city clerks.
- Working knowledge of the principles and practices of municipal cash management.
- Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances and state regulations relating to the operation of the office and Town government, and ability to communicate this to office staff and the public.

- Thorough knowledge of modern office procedures, practices and equipment.
- Ability to maintain records and prepare reports.
- Ability to use the computer system to conduct business and maintain records. Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Training and Experience Required:

High school graduation 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. **Town Clerk experience strongly preferred.**

- Must take new clerk's workshop within 6 months of hire date or when course is first offered.
- Must take town meeting and elections training within 6 months of hire date or when course is first offered.
- Must take vital records within 6 months of hire date or when course is first offered.
- Must take motor vehicle registration within 6 months of hire date or when course is first offered.
- Must take the licensing workshop within 6 months of hire date or when course is first offered.
- Must become a certified notary public within 12 months of hire date.
- Must take moderating town meeting training within 12 months of hire date or when course is first offered.