

Assistant Town Clerk

Department: Town Clerk

Grade: S4

Division: N/A

Revision Date: 6/18

Appointing Authority: Town Clerk subject to consent of the Mayor

Bargaining Unit: SSEA

Definition:

Routine and complex administrative, coordination, procedural, supervisory and training duties in assisting the Town Clerk in the management, direction, and operation of the Office of the Town Clerk and Town Council pursuant to MA General Laws and Town Charter; assists in the reliable and timely implementation of services relating to duties such as Public Information, Records Management, Licensing, Elections, Census/Voter Registration and Vital Records and Statistics; all other related work that is logical to the position as required.

Supervision:

Works independently under the policy direction of the Town Clerk assuming those responsibilities in the Town Clerk's absence.

Assists in the supervision of four or fewer employees on a regular basis. Assists in the supervision and training of up to 40 or more part-time election workers.

May serve as an Assistant Registrar of Voters and assists the Board of Registrars.

Environment:

Duties are performed under typical office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate noise.

Performs varied and highly responsible functions requiring extensive independent judgment and discretion in the interpretation and application of laws, rules, regulations, and departmental policies, procedures and methods, including the administration of town employee union contracts and personnel policies.

Has custody of highly confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescription.

Has frequent contact requiring perceptiveness with employees, Town Councilors, departments, committees, state and federal agencies, outside organizations and the general public.

Errors in judgment and administration may result in damage to or loss of information, delay in or loss of service, possible monetary loss, or adverse legal or financial consequences, as well as impact on employee morale, or cause confusion and delay and lead to adverse public relations to the Town.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Assists as instructed and as Assistant Clerk to the Town Council; including meetings, agendas, interaction and assistance to Councilors, record keeping, minutes and votes; may attend council meetings and serve as official recorder of council proceedings; responsible for the processing of all licenses and permits granted by the council. Revises and updates the city code based on actions taken by the council; provide annual addendum to all departments to help assure that their operations conform to ordinance. Work hours may reasonably include night or weekend meetings as scheduled and is in addition to meeting the minimum weekly hours.

Assists in the planning and activities of the Town Clerk's and Board of Registrars' functions; including the training and development of personnel and election officials in accordance with MGL and Town ordinances; in responding to customer requests for information on census, registration, election, vital statistics and other functions of the office. May interpret relevant statutes, ordinances, regulations, policies and procedures of the office and directly participates in resolution of more complex issues and concerns of the public.

As instructed may perform highly responsible functions providing professional advice to the Mayor, City Council, and various city boards, commissions and committees, concerning the development, implementation, management and administration of the policies, goals, regulations, and statutory requirements related to vital statistics, voter registration and elections, the annual census, Town Council, and the issuance and recording of documents in conformance with applicable state and local laws.

Assists in ensuring that appropriate processes, notifications and procedures are adhered to in the making of legislative policy by the Town, and of managing public access to information in accordance with Public Records Law and other relevant statutes, and with Town ordinances; for the maintenance, disposition, and long term preservation of records created by and/or in the custody of the Town Clerk; and for advising town departments, boards, and commissions about records management practices.

Assists in the maintenance of town records including but not limited to issuing a variety of licenses, permits, filings or certificates including dog licenses, Business Certificates, Certificates of Registration, Close out sales, Physician Registration, Declaration of Trusts, petitions for location of street lights, poles; filings and statements under the conflict of interest law, and claims against the town.

Assists in the maintenance of membership lists of boards/committees; the posting of meeting notices in compliance with open meeting law, the maintenance of official listings and retention/disposition schedules, advises departments and officials on Open Meeting Laws, Conflict of Interest law and other applicable General Laws.

Public Records: Assists in the processing, verifying, routing, registering, indexing, maintaining, and certifying vital records including births, deaths, marriages; issuing related licenses; collection and accounting for related fees; certifying town actions, documents, and compliance with legal time requirements; determining whether statutory criteria have been met for changes in and access to certain vital records; preparing related reports. May be assigned to be responsible for the receipt and reconciliation of department cash receipts and turnovers, payroll processing, and schedules of payment.

Elections: Assists in the planning, organizing, preparation and reporting functions for federal, state, and local elections; advising local election candidates regarding campaign finance law including explanation of requirements and filings. Assists in the review and updating of election procedures subject to statutory requirements; the preparation and issuing of publicity and mailings regarding election activities, schedules and locations; works with local election candidates and political organizations to advise on campaign practices to comply with election laws and regulations; may assist to recruit and train, schedule and supervise election workers; the set up of polling locations, elections machines, and location and procedures for compiling elections results; and the certifying of official election results and related reports and all requisite reporting functions, in accordance with the General Laws; extensive use of the Commonwealth's Voter Registration Information System (VRIS).

Voter Registration: Assists in managing town voter registration activities in conjunction with the Board of Registrars. May serve as an Assistant Registrar if appointed or in accordance with State law or the Town Charter; may issue press releases, advertisements, mailings and signs to inform the public of registration activities and schedules; schedules registration sessions; recruits, trains and supervises related personnel; prepares voter lists in various formats for use at election polls and by the public in accordance with the General Laws and extensive use of VRIS system.

Town Census: Assists in the management and preparation of the town census, including designing forms and instructions; contracting with printers and mailers; supervising data entry personnel; developing and implementing procedures to ensure quality control of the database; and updating local computer programs to produce all census-related reports requested locally under public records law.

Minimum Qualifications:

Education and Experience: Associates degree in public administration, government, records management, or closely related field. Three years of municipal or related experience or equivalent any combination of education and experience that enables performance of all aspects of the position.

Has attained certification or willingness to become certified as a Municipal Clerk through the International Institute of Municipal Clerk.

Knowledge, Ability and Skill: Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems.

Requires sophisticated management and interpersonal skills; comprehensive knowledge of theories, principals, techniques of records management. Knowledge of municipal government operations.

Ability to interact in a positive and effective manner with personnel at all levels of authority and the public. Ability to communicate clearly and concisely in writing and orally. Strong organizational skills in a multi-task environment. Ability to analyze, plan and implement projects independently. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations. Working knowledge of customer service techniques including ability to listen and evaluate on an impartial basis; ability to exercise patience and self-control; and ability to evaluate and process information presented.

Some knowledge of accounting principles and practices. Skill in operation of tools and equipment.

Ability to produce highly accurate and detailed work; ability to recognize Town-wide priorities and work cooperatively to support their accomplishment; ability to interpret and apply relevant facts, statistics, procedures, regulations or laws and to manage organizational and community relations; ability to lead employees through changes in objectives and services and to motivate them to work together as a team.

Physical Requirements: Regular lifting and carrying of files, documents, and records under typical office conditions, but must occasionally lift and/or move up to 40 lb. voting machines. Ability to operate standard office equipment and voting machines. Frequent sitting, talking, hearing and mental concentration necessary, extended periods at computer and on telephone; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision and the ability to adjust focus. Must be able to communicate and be understood clearly.

Special Requirements: Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver's license.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

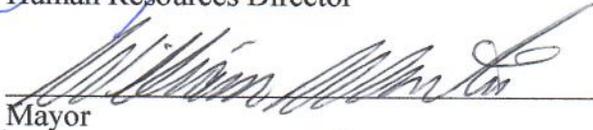
Approved:



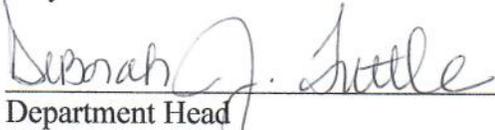
Human Resources Director

6-8-18

Date
Revision History: 11/72; 4/78; 2/99; 2/14, 6/18



Mayor



Department Head

[SSEA Review ]