

**Town of Ashfield, Massachusetts
Position Description**

Position Title:	Town Clerk	Draft Number	3
Department	Town Clerk	Approval Date:	8/4/2016
Reports to:	Town Administrator	FLSA Status	Exempt

Statement of Duties:

The Town Clerk is responsible, in accordance with applicable federal, state, and local regulations to perform all administrative functions and exercise all powers incumbent upon or invested in Town Clerks, including but not limited to, services related to legislation, elections, voter registration and census, public information and records. The Town Clerk is also responsible for general departmental operations within the governmental structure of the Town of Ashfield.

Supervision Required:

Under the administrative direction of the Town Administrator, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in organizing the work activities and determining execution methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently.

Supervisory Responsibility:

The employee is responsible for the supervision of the Assistant Town Clerk and the elections officers. Employee, as a regular and continuing part of the job, formulates or recommends program goals and develops plans for achieving short and long-range objectives. Employee develops operating guidelines and work operations, is accountable for the quality and quantity of work done by the Assistant Town Clerk and elections officers, and assures the accomplishment of the assigned work in the prescribed manner.

Confidentiality:

Employee has access to confidential information on a department-wide basis obtained during performance of regular position responsibilities in accordance with the Commonwealth's Public Records Law.

Accountability:

Consequences of errors, missed deadlines, or poor judgment may include time loss caused by back checking and slowdowns in the processing of work, adverse public relations,

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monetary losses, missed deadlines, jeopardize programs, and incur legal repercussions for the municipality.

Judgment:

Work is performed based on administrative or municipal policies, general principles, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity:

Work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, training, evaluating, and integrating activities and programs for federal, state, and local operations.

Work Environment:

The work environment involves everyday discomforts found in an office setting subject to frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is required to work beyond normal business hours to attend evening meetings and in accordance with election schedules.

Nature and Purpose of Public Contact:

Employee has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups, and the news media. The employee serves as a recognized authority of the municipality in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation. Employee, as a representative of the Town, is required to maintain a professional demeanor, composure, sensitivity, and tact in the face of difficult interactions.

Occupational Risk:

Risk exposure is similar to that found in a municipal office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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

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assignment to the position.

Legislation:

- Administers, records, and maintains Oaths of Office, State Ethics Code records, and guidelines related thereto.
- Serves as the official recorder of the proceedings of Town meeting including the review of warrants with Town Administrator and Moderator, certification of actions taken and the issuance of certified copies of voted appropriations.
- Arranges for Town Meeting including staffing and recording of all votes. Calls Town Meeting in the absence of Select Board.
- Prepares paper ballots, issues certificates of votes, submits by-laws from Town Meeting to Attorney General along with required documentation.
- Records and attests to by-laws, officials' signatures, resolutions, contracts, easements, deeds and other documents requiring Town certification.
- Keeper of the Town Seal.

Elections:

- Serves as Chief Election Official responsible for administering all federal, state, county, and local election laws and serves as Chief Election Official.
- Arranges for posting election and town meeting warrants.
- Interviews, hire, and supervises all election officers.
- Manages on-site activity at polls, arranges for physical set-up of polls, ensures adequate staffing of polls including police protection.
- Arranges for delivery of election materials, prepares tally sheets, trains and supervises Election Officers.
- Records all votes and transmits results to Secretary of State and other agencies. Receives and reviews local campaign finance filings.

Public Information and Records:

- Updates and maintains town bylaws, official town records, and public documents.
- Compiles, organizes, and produces the Annual Town Report.
- Provides the public with information necessary to assist them in accessing requested services, including public meeting postings and schedules, statutory regulations from federal, state, and local levels.
- Responsible for maintaining, filing, and issuing all vital statistics, licenses, and legal records, including but not limited to, birth, marriage, and death certificates. Corrects and amends certificates as allowed and as directed by court actions.
- Receives all applications for action by Planning Board and Zoning Board of Appeals filings. Records and certifies all decisions.
- Receives and records liens and releases under the uniform commercial code and the Department of Revenue.

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- Establishes, maintains and controls all computerized and manual files and records; manages retention schedule and develops systematic procedures to dispose of obsolete records.
- Prepares required monthly reports.
- Responsible for organization and maintenance of the Town Vault.

Voter Registration and Census:

- Responsible for Voter Registration Information System and administering all aspects of voter registration as well as related census activities.
- Trains and supervises activities of census staff.
- verifies and certifies residency, prepares and prints annual street lists, and transmits information to required jurisdictions.
- Maintains absentee balloting lists for all elections, certifies voter status and issues absentee ballots.

Departmental Operations:

- Maintains confidentiality of records with restricted access.
- Issues dog licenses, business certificates, raffle permits, all other permits as necessary, and maintains files.
- Collects all fees associated with duties performed and remits to Treasurer on a regular basis.
- Responsible for overseeing the daily operations of the department to meet all deadlines. Prepares departmental budget, expends funds as authorized and monitors expenses.
- All other duties as assigned.

Knowledge, Abilities and Skill:

Knowledge:

Thorough knowledge of federal, state, and municipal laws, regulations, and procedures relating to the duties and responsibilities of a municipal Town Clerk (elections and keeper of vital records), working knowledge of computer software applications such as email, spreadsheet, word processing, and presentation applications; knowledge of office procedures, equipment, the utilization of the Internet in support of department operations, and the understanding of maintaining a professional, positive image to the public.

Abilities:

Ability to communicate appropriately and effectively with people through spoken written, listening and reading skills; ability to learn and to train staff members; ability to budget and forecast revenue; ability to be bonded as Town Clerk; good judgment and tact in dealing with complex and sometimes sensitive situations. Ability to

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recognize town-wide priorities and to establish and maintain effective working relationships with other departments, state agencies, the general public, and local officials to support their accomplishment. Ability to establish and maintain complex record keeping systems.

Skill:

Proficient computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective management and supervisory skills.

Physical and Mental 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 position's essential functions.

Physical Demands:

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee may occasionally be required to lift objects such as books, office equipment, and computer paper.

Motor Skills:

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination such as a personal computer.

Visual Demands:

Visual demands require an employee to constantly read documents for general understanding and analytical purposes.

Recommended Minimum Qualifications:

Education and Experience:

Minimum of associates' degree or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Supervisory experience in a professional office environment helpful with prior experience in municipal government preferred.

Special Requirements:

Certification through Town Clerk Association within three (3) years of appointment required. Must be able to be bonded as Town Clerk. Certification as a Notary Public within 6 months of appointment is required.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Personnel Board Approval (Chair)

Date

Select Board Approval (Chair)

Date

Employee

Date