

## JOB DESCRIPTION – TOWN CLERK Town of Bucksport

Nature of Work: This job involves administrative work in responsibility for the custody of town records and in serving as the Town Clerk, Registrar of Voters, and Secretary to the Town Council.

Work responsibilities include the preparation and maintenance of all council records and other official municipal documents, supervision of elections within the Town, supervision and issuance of various licenses and permits, recording various documents and vital statistics, completing all necessary reporting and issuing recreational vehicle registrations. Work involves extensive public contact. Work is performed in accordance with the Town Charter, ordinances, and general State and Federal law, and requires initiative, judgement, and the ability to work effectively and independently with the public and other officials.

### Essential Duties & Responsibilities:

- Attends Council meetings and prepares minutes for Council meetings and preserves all permanent Council 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; and processes all voter registrations.
- Validates official documents; oversees posting of official notices, ordinances, and advertisements, records documents with Federal, State, and County governments as needed; swears in all municipal officials as necessary.
- Supervises the issuance of, or issues, various licenses such as marriage, hunting, fishing, and dog licenses, recreational vehicle registrations and maintains all records in relation thereto.
- Supervises the issuance of, or issues, most Town licenses as mandated by local or State Law
- Acts as the custodian of the official Town Seal.
- Maintains records of births, deaths and marriages and sends periodic reports to the State of Maine Office of Vital Statistics.
- Assists the public with genealogy requests
- Acts as the Freedom of Information officer and assists with furnishing information and materials concerning the Town government.
- Accounts for all public monies received by him/her or designated agents.
- Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by State law.
- Sells, records, indexes and maintains records of cemetery lots sold and arranges for burials and the payment of same.
- Sets up and maintains a records retention and destruction system for the Municipal Building.

- Carries out all functions of the Office of Town Clerk as directed by the Bucksport Town Charter and Town Code
- Directs other office employees as it relates to the office of the Town Clerk.
- Assists Town Office staff with counter and telephone work as necessary

#### 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 modern office procedures, practices, and equipment.
- Computer literacy including familiarity with Microsoft Office Suite, Trio, and State election software
- 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

#### Training & Experience Required

- Certified as a Town Clerk or able to become certified
- Municipal Town Office experience related to Town Clerk responsibilities
- High school graduation supplemented by courses in accounting, business, computers, or other office procedures
- Certified as a Notary Public or able to become certified

#### Salary

Salary is commensurate with Training & experience. The Town of Bucksport provides a comprehensive benefit package including life, health & disability insurance, paid holidays, vacation and sick leave, as well as access to Maine State Retirement.