

Town Clerk Job Description

Definition:

Administrative and direct service work in keeping official municipal records, issuing various licenses and official documents, directing election and Town Meeting activities, and in providing information to the public and other department; all other related work as required.

Supervision:

Appointed by Board of Selectmen. Works under the direction of the Town Administrator, guided by the policies, By-Laws and ordinances of the Town of Lanesborough, and in strict accordance with applicable provisions of the Massachusetts General Laws and Federal laws and regulations.

Performs a variety of highly responsible duties requiring the exercise of independent judgment and discretion in the interpretation and application of applicable laws and ordinances.

Supervises seasonal employees and volunteers for certain events or projects, i.e., elections.

Job Environment:

Works under typical office conditions.

Makes frequent contacts requiring perceptiveness, tact and discretion with all Town departments, the general public, State and Federal agencies, and various outside organizations.

Has access to department-related confidential information.

Essential Functions:

Records attendance at Town Meetings, records and certifies all Town Meeting votes, and reports to various Town departments and the State on financial actions of Town Meeting.

Serves as chief election officer for the Town, responsible for all election activities; recruits election workers; sends out and records absentee ballots; prepares ballots and makes appropriate arrangements for polling locations; supervises all aspects of voter registration; maintains complete and updated street lists and voter lists, with appropriate follow-up to State and Federal agencies.

Serves as registrar of vital statistics, recording births, marriages, and deaths; supervises the taking of the Town Census; serves as the custodian of Town records and of the official seal of the Town; administers oaths as necessary.

Acts as an agent in collection of dog fees, with monthly turnovers to Town Collector. Supervises the issuance of a variety of other licenses, gas storage, raffle, and other permits and business certificates, maintains records and collects fees.

Receives and posts notices of hearings; maintains records of all minutes and actions of certain Town boards and committees. Assures compliance with the Open Meeting Law, Conflict of Interest Law, and Campaign Finance Laws.

Serves as an information clearinghouse with the general public on a wide variety of topics.

Prepares and oversees budgets for Town Elections and for the Town Clerk's office.

Performs other similar or related duties as required or as the situation dictates.

Applicable Qualifications:

Education:

High School diploma or equivalent; two years of progressively responsible experience in an office setting; experience in maintaining official records, dealing with the public, or in a municipal government setting desirable; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of State statutes and Town By-Law provisions relating to the duties and abilities of town clerks. Working knowledge of the operations and procedures of local government. Working knowledge of office procedures. Ability to apply statutes and precedents to current problems. Ability to meet and deal with people appropriately and effectively. Ability to maintain accurate and detailed records. Ability to work with computer.

Must be bonded upon taking office.

Must be registered voter in Lanesborough to serve as Clerk to Board of Registrars.