

TOWN OF WINSLOW, MAINE
Position Description

TOWN CLERK

DISTINGUISHING FEATURES OF WORK

This is responsible administrative work in the direction of the work of the office of the Town Clerk.

The employee of this class has the responsibility for directing the activities of clerical employees engaged in the issuance of various municipal and State licenses and recording of documents including the recording of Town Council actions as regulated by established rules.

The employee acts as recording clerk of the Town Council and services the Town Council in its meetings. General instructions are received from the Town Manager and the Town Council who may make specific assignments in special cases. The employee in this position also works as a personal secretary for the Town Manager.

The employee has the responsibility for conducting all elections, including the prescribed notification to voters, preparation of polling places, assignment of election clerks, providing ballots, supervising the election process and tabulating and reporting the results of the voting.

EXAMPLES OF WORK (Illustrative only)

- ◆ Supervises the recording, filing, and indexing of official documents.
- ◆ Supervises the issuance of various licenses and the keeping of records in relation thereto.
- ◆ Attends meetings of the Town Council; records the votes of members and makes records of council proceedings.
- ◆ Maintains records of members of boards and commissions and acts to fill nominations when terms expire; notifies holders of licenses such as victualers, special amusement, etc. of expiration dates, processes applications, prepares Council resolutions for approval of same.
- ◆ Prepares packets of materials for Council members for distribution prior to meetings and whenever necessary.
- ◆ Prepares reports, correspondence, and other documents for the Town Manager.
- ◆ Edit departmental reports and prepares the annual report for submission for publication.

- ◆ Serves as notary public for the Town and general public.
- ◆ Prepares bank reconciliation statements for general fund and payroll accounts.
- ◆ Maintains voter registration list; serves as registrar of voters for the Town.
- ◆ Conducts all local, state, and federal elections.

REQUIREMENTS OF WORK

- ◆ Thorough knowledge and understanding of the state statutes relating to the duties and responsibilities of town clerks.
- ◆ Ability to direct the work of clerical assistants in the functions of the office of Town Clerk required by statute, or directed by the Town Manager or Town Council.
- ◆ Ability to confer successfully with the public in relation to the laws and regulations applicable to the issuance of licenses, requirements of recordings and of other functions of the Town Clerk's office affecting the public.
- ◆ Ability to accomplish and maintain effective working relationships with city employees, officials and the public.
- ◆ Knowledge of accounting principles along with general mathematical skills.
- ◆ Excellent keyboarding skills and ability to use computer word processing, spreadsheet, database, and other programs.

DESIRABLE TRAINING AND EXPERIENCE

Experience in office management; graduation from a standard high school supplemented by college level courses in business management; or any equivalent combination of experience and training.