

Job Description-Town Clerk

Nature of work: This is responsible administrative work in the custody of town records and in serving as town clerk, Registrar of Voters, and secretary to the Town Council.

Employee of this class is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. Work also involves assisting the office staff with administrative and clerical responsibilities when needed. Work is performed in accordance with the town ordinances and State and federal laws with a high degree of independence and general supervision from the Town Manager.

Essential Duties and Responsibilities:

Validates official documents, oversees posting of official notices and advertisements, records papers with federal and state government as required.

Issues various licenses and permits such as marriage, hunting, fishing and dog licenses, and maintains all related records.

Maintains and safeguards all town records.

Provides instructions to town personnel regarding the keeping and disposition of town records.

Appoints a deputy clerk and provides the necessary training and instructions to carry out the functions of town clerk when required.

Attends all town council meetings; takes minutes and transcribes them for approval of town council.

Issues licenses for recreational vehicles and prepares necessary reports for the State of Maine

Maintains records of births, deaths, marriages, burials and sends monthly reports to the State of Maine Office of Vital Statistics; issues certified copies of same.

Prepares monthly reports on various areas of office activity.

Administers all elections including scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and accepts voter registration.

Serves as Registrar of Voters.

Collects monies and answers inquiries at town office.

Administers all "oaths of office".

Answers telephone, answering the inquiry or directing the caller to the appropriate staff person.

Performs related duties as required.

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.

Ability to establish and maintain effective working relationships with other town officials, employees and the general public.

Ability to rapidly acquire and assimilate knowledge of the provisions of the town ordinances and state regulations relating to the operation of the office and town government, and ability to communicate this to office staff and the public.

Proficiency in the use of the adding machine, typewriter, and computer.

Ability to maintain records and prepare reports.

Ability to use the computer system to conduct business and maintain records.

Training and Experience Required:

High school graduation and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any equivalent combination of experience and training.

Necessary Special Requirements:

Must be able to obtain certificate as a municipal clerk and must reside in Bucksport.