



## **TOWN CLERK**

### **Nature of Work**

This is responsible, administrative, financial and clerical work in the direction of all activities of the office of the Town Clerk. Work responsibilities include: supervision of deputies, care and preservation of official municipal documents, supervision of elections within the town, issuance of various licenses and permits and collection of fees, and the recording of various documents and vital statistics. Work involves extensive public contact in the collection and provision of information and is performed in accordance with municipal ordinances, state and federal law. It requires initiative, judgment, and the ability to work effectively and independently with the public and other officials.

The Town Clerk supervises the Deputy Clerk(s) and oversees other staff involved in the responsibilities of the position of Town Clerk.

This position is appointed by and responsible to the Board of Selectmen.

### **Essential Duties and Responsibilities**

Duties include but are not limited to:

#### **Elections**

- Planning, administering, supervising and conducting all elections held in the town.
- Appointing and scheduling ballot clerks and submitting requests for payment.
- Preparing polls, ballot boxes, ballots and equipment and delivering same to and from the polling place.
- Instructing election officials on election laws and procedures.
- Administering absentee voting procedures; processing and securing all election ballots; recording all election results and reporting them to the Secretary of State.

Appointing a Warden to serve at polling places during all elections.

Preparing the election warrant for municipal elections and attesting copies to be posted; arranging for workers and providing necessary materials.

Opening town meeting by calling for the election of the moderator by written ballot, counting the votes and swearing in the moderator.

Taking minutes at town meeting and recording them in the Town Record.

Swearing in new and returning board and committee members annually and recording the oaths.

- Determining if State of Maine residency requirements are being met.
- Serving as Deputy Registrar (automatic appointment) if not already the Registrar.
- Attending a training session on elections that is approved by the Secretary of State at least once every two years.

#### **Licensing**

- Serving as the Municipal Agent for the Maine Bureau of Motor Vehicles (BMV).
- Supervising the registration of, or registering motor vehicles and collecting fees, filing reports and remitting fees to BMV weekly as required by law.

Serving by appointment as the Municipal Agent for the Maine Department of Inland Fisheries and Wildlife (IF&W).

- Supervising the issuance of, or issuing resident and non-resident hunting and fishing licenses, collecting fees, filing reports monthly from January to August, bi-monthly from September to December and remitting payments to IF&W in a timely manner to prevent penalties; maintaining an alphabetical file of all licenses issued.

- Supervising the issuance of or issuing registration of recreational vehicles, i.e. watercraft, resident and non-resident snowmobiles and all terrain vehicles and collecting fees; remitting the registrations and collected fees to IF&W monthly; maintaining detailed records related to ownership of watercraft.

Providing licensing services for dogs and wolf hybrids in partnership with the Maine Department of Agriculture, Food and Rural Resources and collecting fees.

Receiving reports from the Animal Control Officer, preparing warrants for unlicensed dogs; submitting reports and collected fees.

Coordinating rabies clinics with other towns when possible.

Accounting for all public monies received by him/her in such manner as the Treasurer may prescribe.

### **Management of Official Records and Documents**

- Maintaining, preserving and protecting the municipal records from deterioration, mutilation, loss or destruction and providing access to the records as required by state law.
- Utilizing the *State Archives Rules for Disposition of Records* to manage the care and disposition of municipal records.

Managing the records the clerk is required by law to preserve, mainly; birth, death, marriage and burial records as well as records of appointments, oaths, elections and minutes of the Board of Appeals.

Recording all births, deaths, marriages and burials that take place in town or involve town residents; issuing certificates of same upon request and sending monthly reports to the State of Maine Office of Vital Statistics.

Doing genealogical research as requested.

Reporting changes in vital statistics to the Registrar and entering changes into the Central Voter Registration (CVR) system.

Maintaining a file of burial permits.

- Certifying items for the Town Record.
- Maintaining a public information service and, in response to reasonable requests furnishing information and material concerning the town government adhering to the language of the Right to Know Law.
- Maintaining the Procedure and Ordinance Manuals.
- Maintaining the list of town officials.
- Preparing appropriate reports for inclusion in the Annual Town Report.
- Attending training sessions to acquire and maintain thorough knowledge of legislative and/or procedural requirements and changes.

Note: Any task associated with the above mentioned responsibilities may be delegated to a subordinate as allowed by law; however, the responsibility for the proper performance of these duties remains with this position.

### **Requirements of Work:**

- Thorough knowledge and understanding of the state statutes relating to the duties and responsibilities of the Town Clerk.
- Proficiency in the use of modern office procedures, practices and equipment to include computers, computer software, printers, fax machines, copiers, calculators and telephone systems.
- Ability to rapidly acquire and assimilate knowledge of the provisions of the town ordinances, and state regulations relating to operation of the office and town government.
- Thorough knowledge of the Right to Know laws.
- Ability to organize, assign and review work of deputies and clerical staff.
- Ability to organize, maintain and protect records and prepare reports.
- Ability to work under very busy circumstances at times; to be able to multitask, to be flexible, and to work with unexpected interruptions.
- Ability to establish and maintain effective working relationships with Otisfield town officials, employees and the general public as well as officials from other towns and the State.
- Ability to exercise discretion, tact and diplomacy.
- Commitment to protect the confidentiality of the citizenry.
- Ability to manage job-related stress.

### **Training and Experience Required:**

Graduation from an accredited high school and experience in work involving the maintenance of records supplemented by courses in business education, public administration or office procedures or any equivalent combination of experiences and training. Experience in public relations is a plus.

**Necessary Special Requirements:**

- Must be 18 years of age.
- Must be a resident of the State of Maine.
- Must be bonded prior to assuming the duties of the office of Town Clerk.
- Must be certified as a Town Clerk or capable of becoming certified **within two years** of assuming office.

Must be certified as a Bureau of Motor Vehicles Agent before issuing vehicle registrations.

Must be certified as a Department of Inland Fisheries and Wildlife Agent before issuing hunting and/or fishing licenses.

**ADOPTED: August 5, 2009**

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