

TOWN CLERK

Nature of Work

This is responsible administrative, clerical work in the custody of Town records and in serving as the Town Clerk.

Work involves the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. This position is responsible for vital records and is the agent for Inland Fisheries and Wildlife.

Work is performed in accordance with the Town ordinances and State and Federal laws under the general supervision of the Town Manager and requires the ability to work independently following established procedures and routines.

Work is reviewed based upon results achieved, reports, and through audits.

Essential Duties and Responsibilities:

- Performs all duties and exercises all powers incumbent upon or invested in the Town Clerk by state law.
- Validates and attests official documents, oversees posting of official notices and advertisements; records papers with Federal, State and County governments as needed.
- Administers all “oaths of office”; maintains terms of office for boards/committees, including current list of officials, Town personnel, boards and committee members and corresponding terms or vacancies, maintains records of appointment oaths.
- Certify local, state and federal petitions, issues nomination papers and facilitates local election process.
- Plans and supervises all local/state/federal elections and staffing; prepares polls, ballot boxes, voting machines and ballots; prepares staff schedule and instructs election officials on election laws and procedures; issues absentee ballots; processes all election ballots and reports to the Secretary of State; registers voters, maintains state Central Voter Registration compliance and supervises all voter registration functions.
- Maintains index of public meeting minutes for all boards and committees
- Supervises the issuance of, or issues, various licenses such as marriage, hunting, fishing and dog licenses, and maintains all records in relation thereto.
- Supervises the issuance of, or issues, most licenses such as victualer (food/alcohol) licenses, coin operated amusement device licenses, special amusement, etc. as mandated by local or state law.
- Maintains and issues records of births, deaths, marriages, burials, and sends periodic reports to the State of Maine Office of Vital Statistics; issues certified copies of same.
- Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning Town Government.
- Maintains Town Code and Ordinance Master Log
- Supervises the issuance of, or issues, licenses for ATVs, snowmobiles and boats, and reports monthly to the proper State agencies.
- Schedules Annual/Special Town Meeting Venue and Moderator. Opens Town Meetings, oversees voter check in and records the minutes.
- Develops and maintains a records disposition, retention, and destruction system for the Town.
- Accounts for all public monies received in such manner as the Treasurer may prescribe.
- Serves as back-up for Tax Collector and Motor Vehicle Agent.

- Acts as the custodian of the Town Seal.
- Notary Public to the general public (*simple requests only: No wills, property/closings, I-9's, etc*)
- Performs related work as may be required.

Requirements of Work

- Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerk.
- Thorough knowledge of modern office procedures, practices and equipment, including proficiency in the use of computers and software programs.
- Ability to deal courteously with the public and work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved. Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- 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 and ability to communicate same to office staff and the public.
- General knowledge of bookkeeping and skill at record maintenance and report preparation.
- Take the required Freedom of Access training for municipal officials.

Desirable Experience and Training

Considerable experience in clerical work of a responsible nature including experience with public contact; high school graduation supplemented by courses in accounting, business education, office procedures, and computers. Should be a certified Town Clerk or capable of being certified through the Maine Town and City Clerks Association. Must be a notary public or be able to obtain a notary certificate within 90 days of start date.

REGISTRAR OF VOTERS

Nature of Work

This is a clerical and public service position responsible for registering voters.

The work is performed under the general supervision of the Town Manager, but requires the ability to work independently following established procedures and routines.

Work is reviewed based upon results achieved, reports, and through audits.

Examples of Work (Illustrative only)

Maintain voter list and records (barcoding, scanning & uploading voter registration cards to State database)

Work all elections

Attend biannual caucuses

Checks in voters at Town Meeting/School Board Budget Validation Meeting

Performs related work as may be required.

Requirements of Work

Knowledge of business English, spelling and commercial arithmetic.

Some knowledge of modern office procedures, practices and equipment.

Knowledge of computer operations.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Ability to work with independence in general work situations.

Ability to perform a variety of standard arithmetic computations.

Ability to maintain detailed records and prepare reports from these records.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Desirable Experience and Training

Graduation from standard high school, and experience in record keeping, or any equivalent combination of experience and training.

Necessary Special Requirements

Must be able to maintain all necessary state certifications