

JOB TITLE: TOWN CLERK RECORDS ADMINISTRATOR
STATUS: NON-EXEMPT
CLASSIFICATION: ADM 3
BARGAINING UNIT: SEIU

Definition

Secretarial and technical work assisting the Town Clerk in keeping official municipal records, issuing licenses and official documents, and providing information to the general public and town departments; all other related work, as required.

Supervision

Works under the general supervision of the Town Clerk.

Performs a variety of responsible functions in accordance with State statutes and town bylaws, requiring the exercise of some judgment and discretion in the interpretation and application of laws, regulations, and procedures; refers questionable cases to supervisor.

Work Environment

Work is performed under typical office conditions: work environment is moderately busy. Workload is subject to predictable seasonal fluctuations.

The employee operates standard office equipment.

The employee has constant contact with & provides information to the general public, other town departments, lawyers, banks and veterinarians. Contact is in person, by telephone and in writing.

The employee has access to confidential information, such as impounded records of births.

Errors could result in monetary loss and potential legal repercussions. Most errors are easily detected and corrected.

Essential Functions

The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists the general public by answering inquiries, responding to complaints and providing information; forwards requests for information and assistance to the proper department; answers questions from the public in person or by telephone; provides information requested by town officials via phone, in writing and in person.

Process vital statistics; issues certified copies of statistics, as requested.

Assists in all areas of election administration, including preparation of voting lists, setting up machines, ballot preparation, reporting of results; may work at polls during elections.

Enters data into VRIS daily; assists with town census and files required reports.

Issues licenses for dogs; maintains appropriate files and records. Builds and maintains database of same.

Process public records requests.

Assist in maintaining and updating census, mailing and data input.

Process certifications of decisions for special permit granting authorities, e.g., ZBA, Planning Board, and Earth Removal Board.

Tracking, summarizing and cross referencing all Zoning Board and Planning cases for easier access; maintains database of same.

Tracking summarizing and cross referencing all Annual Town Reports from past to present; maintains database of same.

Preserves and categorizes all past and present vital records, to be filed accordingly with archived materials.

Maintains files of all committee, board and commission meetings; assists with preparation of Town Meeting certifications.

Performs general office duties, as assigned by the Town Clerk.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Diploma required, Associates Degree preferred and additional business training required; one to three years of related general office

Experience in a municipal setting, experience in working with the public; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Working knowledge of office practices and procedures. Ability to develop a working knowledge of department operations and functions.

Ability to operate various types of office equipment, including a computer, printer, calculator, telephone, copier, fax machine, etc.. Ability to deal tactfully and appropriately with the general public and town departments in an effective manner. Ability to understand and follow instructions and work independently when required. Ability to perform required functions with accuracy.

Skill in operating computers and related word-processing, spreadsheet, and database applications. Excellent communications skills.

Physical Requirements

Minimal physical effort is generally required to perform duties under typical office conditions. Vision requirements include the ability to read routine and complex documents and to view a computer monitor. Hand-eye coordination necessary and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

This job description does not constitute an employment agreement between the employer and employee.