



Town Clerk

Town of Boxborough, MA

Position Purpose

Performs professional, administrative and supervisory work associated with managing the Town Clerk's Office, including acting as the Chief Election Official, Keeper of the Records, Licensing Administrator, Census/Voter Registration Administrator, and Legislative Administrator.

Supervision Scope:

Performs a variety of highly responsible functions in accordance with state statutes and Town bylaws requiring the exercise of considerable judgement and discretion.

Supervision Received:

Assuming the position is appointed, works under the administrative direction of the Town Administrator within the policies established by the Select Board. If the position remains elected, then this person works autonomously within the policies established by the Select Board.

Supervision Given:

Manages own workload and the workload of others on collaborative projects. May coordinate the work of volunteers. Activities include assigning/reviewing work, assisting with orientation for new employees and/or volunteers, and providing performance feedback on volunteers. Supervises employees and/or volunteers performing clerical and election support functions. Establishes department goals and prepares department budget for review/approval.

Job Environment

Work is performed under typical office conditions.

Distinguishing Characteristics

Responsibilities and duties are performed in accordance with applicable Massachusetts General Laws, Town policies, Town bylaws and relevant state, federal and local regulations and standards.

Performs responsibilities of a professional and administrative nature requiring the exercise of considerable judgment in solving varied and commonly-encountered issues/problems.

Contacts are with the general public, vendors, suppliers, Town officials, and State officials and require the explanation, discussion and interpretation of work procedures and regulations. The position requires the employee to exercise courtesy, and tact in dealing with a diverse population.

Job Title: Town Clerk

FLSA: Exempt

Date voted by Personnel Board: 11_17_2020

Errors of omission or commission could result in loss of goodwill, failure to meet deadlines or rework.

Maintains department-related confidential information.

Work requires attendance at Town meetings and work after Town offices are closed based on peaks in workload.

Examples of Work

Serves as registrar of vital statistics, recording births, marriages, deaths; establishes foreign-born adoptions' birth records; corrects and files amendments and certificates, etc.

Serves as custodian of Town records and of the official seal of the Town; manages records including the organization and access to files, retention schedules, disposition, and preservation of records.

Oversees the issuance of state and Town licenses and permits; maintain associated records and collect fees (e.g., dog licenses, burial permits, marriage licenses, etc.).

Serves as Clerk of the Board of Registrars of Voters; certifies candidates' nomination papers and petition articles; supervises Town, State and Federal election activities; supervises the development of the ballots; manages election equipment and set-up; hires and trains election officials; and certifies, reports, and records election results.

Records votes taken at Town meetings; maintains records of Town meeting actions; assists with the preparation of warrants for Town meeting; certifies all money voted at Town meeting; provides required documentation on votes to Town officials and the Department of Revenue; documents all action involving amendments to Town bylaws for Attorney General approval.

Supervises the recording of personal property mortgages, bills of sales, tax liens and other business instruments requiring Town certification.

Administers and maintains records of the Oath of Office for Town officials. Disseminate the Open Meeting Law and State Ethics Code and guidelines for municipal officials.

Conducts annual census and voter registration sessions. Records and furnishes Jury list.

Completes and maintains street listing.

Posts notification of meetings and meeting minutes of all Town governmental bodies.

Prepares the Town Clerk's report for the Annual Town Report.

Performs other position related duties as required.

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Recommended Minimum Qualifications

Education, Training and Experience

Associate's degree and office administration and recordkeeping experience, or any equivalent combination of education and experience. Certification with the Massachusetts Town Clerk Association is highly recommended.

Special Requirements: examples

None.

Knowledge, Ability and Skill:

Knowledge: Requires broad knowledge of federal and state laws that govern municipal administration, elections, voter registration, and records management, as well as Town by-laws. Working knowledge of other department's recording requirements.

Ability: Ability to establish and maintain effective working relationships with co-workers, Town officials and diverse general public. Ability to make appropriate managerial decisions. Ability to maintain accurate records. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time.

Skills: Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, internet research, and department specific software applications. Requires detail-orientation, organizational, planning and office management skills.

Physical Requirements:

While performing the duties of this job, the employee is required to talk, listen, and sit for extended periods. The employee is frequently required to use hands to handle or feel objects, tools, or controls. Occasionally requires walking, bending/stooping, reaching with hands and arms, and carrying/lifting (normally no more than 25 pounds).

The employee must be able to view computer screens, alpha and numeric information, read reports and printouts for analytical purposes for extended time periods. Requires manual dexterity in combination with eye-hand coordination for efficient keyboard input, data entry and filing.

Requires the ability to operate a motor vehicle to travel to Town Meeting and election sites.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____

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