



Job Title	Assistant Town Clerk
Department	Clerk
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position provides assists the public in person and by phone and performs related processing of licenses, voter registration, elections, public notices, certifications, census, and vital records; serves as primary staff member responsible for provision of administrative and secretarial duties for the Town Clerk's office; provides guidance and direction to clerical staff in the office, for elections and Town Meeting.

Supervision

Received	Town Clerk
Exercised	Supervision of two to five full time (or full-time equivalent) employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Assist internal and external customers of the office, including members of the public, staff of the Town and board and committee members. Greet visitors, answer phones, explain office procedures, and respond to questions within level of expertise and authorization, maintaining confidentiality of information consistent with public disclosure requirements, and referring more complex issues to the Town Clerk.
- Provide guidance and direction to other office staff and assist in directing workers at town meetings and elections. Provide training; may assist staff with more complex questions and issues; oversee the hiring of election and town meeting workers and provide input to Town Clerk on applicants for office staff jobs; and assume all duties and responsibilities of the Office in the absence of the Town Clerk.
- Serve as staff member with primary responsibility for management of vital statistics and records, census, federal and state tax liens.
- Register voters, assist in entering voter registration data into town and state computer systems; process requests for absentee ballots, issue related ballots, and assist in compiling absentee votes.
- Verify signatures on petitions and nomination papers and compile related statistics.
- Assist in tallying town voting results at elections and at Town Meeting.
- Perform data entry into town and state computer systems to record changes from census data for assigned tracts; prepare, update and file related hard copy documents.

- Serve as office staff member responsible for routine bookkeeping functions, including processing of invoices, preparing department weekly attendance reports for payroll, preparing election and Town meeting payroll, posting daily receipts, and ordering office supplies.
- Administer oath of office to town officials; authorized to execute official documents which require the Town Clerk's certification

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

High school, plus elementary technical training acquired on the job or through one year or less of technical or business school, and four to six (4 – 6) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of standard office procedures, practices, forms, and equipment.
Ability to	• Ability to prepare routine correspondence and reports. • Ability to understand, learn, interpret, and explain policies and procedures and to apply such guidelines appropriately to different situations. • Ability to interact effectively with a wide variety of individuals including management personnel, other department staff, outside professionals and the public. • Ability to communicate clearly and concisely, both verbally and in writing. • Ability to prioritize multiple tasks and deal effectively with interruptions. • Ability to perform detailed work accurately and efficiently within strict deadlines.
Skill in	• Interpersonal and customer service skills.

Necessary Special Requirements

- None.

Physical Demands

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

- Open office environment, subject to normal temperature variations and noise.
- Frequent standing to assist customers in the office.
- Frequent interruptions to assist customers in the office or on the phone.

- May spend extended periods of time at typewriter, on the computer, on the telephone, or operating other office equipment, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer