

I. POSITION TITLE: **TOWN CLERK**

II. SUPERVISION: **Appointing Authority or their designee**

III. GENERAL DESCRIPTION OF DUTIES: Management of official municipal records, performance and supervision of all federal, state and local election activities, and dissemination of information to the public; Issuance and maintenance of vital records and various state and local licenses; management of the Town Census and all other related work as required. The Town Clerk performs a variety of responsible functions in accordance with state statutes and town bylaws.

IV. DUTIES AND RESPONSIBILITIES:

- A. Serves as the custodian of Town records and responds to requests for information from Town departments, boards and committees, state and county officials and the general public regarding all federal, state and local regulations and Town bylaws, rules and regulations; provides access to public records in compliance with the Freedom of Information Act and the Massachusetts Public Records Law; maintains the confidentiality of certain records; receives and files all claims and actions against the Town (MGL Chap. 51 § 4, 46 § 2A, 54 § 95, 66 § 7);
- B. Administers Notices of Intention to Marry, issues marriage licenses, records, maintains and certifies vital records; including births, deaths ; controls access to restricted vital statistic records; issues hunting, sporting, dog, 'Doing Business As', and other licenses (MGL Chap. 46, 140 §137, 131 §12);
- C. Distributes Conflict of Interest(COI) and Open Meeting Law(OML) information to public officials and maintains COI and OML records from public officials; administers and maintains records of oath of office for all Town officials; attests to and maintains files of appointed and elected officials; be the keeper of the Town Seal; seal and attest, by signature, to by-laws, resolutions, contracts and other documents requiring town certification (MGL Chap. 30A §20, 41 §15, 268A);
- D. Certifies and submits bylaws and resolutions with the Attorney General; reviews and implements new legislation concerning the functions of the department (MGL Chap. 40 §32);
- E. Attends Annual and Special Town Meetings; records Town Meeting votes; administrates the voter check-in procedure at Town Meeting and administers secret ballot procedures as needed; serves as and administers the election of a Town Moderator, at Town Meeting, in the event of an absence of the Moderator (MGL Chap. 39 §14, 41 §15);
- F. Serves as chief election officer for the Town with responsibility for the administration of local, state and federal elections:
 - a. prepare calendar for Town meetings and all elections;
 - b. serve as member and clerk of the Board of Registrars supervising voter registration;
 - c. hire, train and supervise election personnel;
 - d. maintain voter list and related functions using the state's Voter Registration Information System;
 - e. prepare, receive and certify names on nomination papers;
 - f. post lists of candidates duly nominated;
 - g. certify initiative petitions;
 - h. prepare and furnish municipal election ballots;
 - i. administer absentee ballot applications and ballots including the overseas absentee voter process;
 - j. be responsible for the maintenance of voting equipment;
 - k. prepare, record and report official results to the Secretary of the Commonwealth and other agencies;
 - l. review and update all election procedures, following statutory requirements;
 - m. administer campaign finance law as required

(MGL Chap. 39, 41, 50-56)

- G. Responsible for the posting of all meeting notices and agendas at Town official posting locations; serves as the onsite source of information to town officials regarding the Open Meeting Law (OML) (MGL Chap. 30A §18-25, 940 CMR 29:00)
- H. Administers Annual Town Census (Street Listing); prepares street list and voter list; restricts access to resident information when applicable (MGL Chap. 51, § 4);
- I. Records and files definitive subdivision applications, plans and decisions of the Planning Board; records and maintains files on preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and all appeals to such decisions; issues constructive approval of such plan by operation of law, in appropriate circumstances (MGL Chap. 40, 40A);
- J. Files certified copies of debt authorizations with the Massachusetts Department of Revenue; reports appropriation actions; reports election results as required by law (MGL Chap. 41 §15A, 44 §28);
- K. Receives and files non-criminal bylaw violation notices and receive payment of fines (MGL. Chap. 40 §21D);
- L. Prepares annual budget for department;
- M. Prepares annual report for Town Clerk department and transmits Town annual report to State Library by 1st of May of each year (MGL Chap. 40 §50);
- N. Serves as Assistant Burial Agent; assists the Cemetery Department in the sale of cemetery plots and record-keeping; issues deeds for cemetery plots (MGL Chap. 114 §45);
- O. Receives, records and submits all revenue to Treasurer with written account to the Accountant;
- P. Performs similar or related work as required;

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board of Selectmen's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board of Selectmen and as required by Massachusetts General Laws.

V. SUPERVISORY RESPONSIBILITIES: Board of Registrars; Election Officers and Asst. Town Clerks

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High School Diploma
- b. Knowledge of state, local and federal statutes and regulations applicable to the position.
- c. Intermediate to advanced computer skills with knowledge of programs as used by the town and the state's Voter Registration Information System (VRIS).
- d. Skill in meeting and dealing effectively with other departments, other governmental agencies, and the general public. Excellent customer service skills, communication and interpersonal skills to establish and maintain working relationships with a broad number of town officials, state agencies and the public. Communicate effectively in written and oral form and have the ability to supervise.

- e. Ability to establish and maintain effective working relationships with other town employees.
- f. Ability to prioritize, schedule and complete work in a timely and accurate manner in accordance with prescribed procedures.
- g. Ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to the position’s responsibilities.
- h. Ability to obtain Certified Massachusetts Municipal Clerk (CMMC) certification as directed by the supervisor.

VIII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Grade 9 10
 Salaried Exempt

Approved By:
 Human Resources Board: Date:

Chair:  _____

Reviewed By:
 Board of Selectmen: Date: _____

Chair: _____