

## **TOWN OF HUNTINGTON**

### **JOB DESCRIPTION**

#### **INTERIM TOWN CLERK**

##### **DEFINITION:**

The purpose of this position is to provide administrative and supervisory work in the administration of federal, state, and local statutes, the maintenance of official municipal records, the issuing of various licenses and documents, and the administration of fair and accurate elections; and all other related work as required. The Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

##### **SUPERVISION:**

- Works under the direction of the Selectboard and Town Administrator, in strict accordance with applicable provisions of the local ordinances, Massachusetts General Laws, and federal laws.
- Supervises one part-time employee, on-call election workers, and volunteers.

##### **JOB ENVIRONMENT:**

- Work is performed under typical office conditions; work environment is sometimes moderately noisy. Must be able to perform duties with regular interruptions.
- Makes regular contact with the public, town departments/boards/committees, and state agency officials. Contacts are by phone, mail, email and in person and require strong customer service skills.
- Has access to department-oriented confidential information such as restricted vital statistic records, information from executive session meetings, and personnel records.
- Errors could result in delay and confusion, have legal repercussions, and cause adverse public relations. Attention to detail is critical.

##### **ESSENTIAL FUNCTIONS:**

*The essential functions or 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.*

- Serves as Chief Elections Officer for the Town with full responsibility for the total administration of fair and impartial local, state, and federal elections and town meetings in accordance with the Secretary of State's office and local bylaws.
- Prepares election calendar, manages all on-site activity at the polling place, arranges for the physical setup of polls, trains poll workers, prepares tally sheets; oversees and reports official election results to the Secretary of State's Office, and is an ex-officio member of the Board of Registrars.
- Responsible for the layout and printing of town ballots. Prepares, receives, and certifies nomination papers and initiative petitions. and provides necessary election calendar and candidate information.
- Arranges for applications, mailing and return of absentee and early ballots for all elections.
- Oversees all aspects of voter registrations and related functions using state Voter Registration Information System (VRIS). Resolves voter issues.

- Serves as Public Records Officer. Responsible for the processing, verifying, routing, and maintenance of official records, documents, business, and legal records.
- Serves as local Registrar of Vital Records & Statistics. Registers, indexes, maintains, and certifies vital records, including births, deaths, marriages; issues related licenses and collects fees. Processes certified copies of records. Determines whether statutory criteria have been met for changes in and access to certain vital records.
- Provides assistance with genealogical research for members of the public, and is responsible for maintenance, disposition, and preservation of municipal archival records and materials.
- Reports the official list of Town officials elected and qualified to the Secretary of State's office after every local election, and reports any changes in such offices as they occur. Attests to and maintains files of appointed and elected Town officials.
- As Census and Voter Registration Administrator, the Town Clerk is responsible for the State Voter Registry Information System (VRIS) on a local level as well as all related census activity.
- Mails an annual census form to each household per state timeline and enters the data in VRIS
- License/Permit Issuance: Provides a variety of licensing and business services including marriage, dog, business certificates, and raffle permits. Collects, records, and accounts for associated fees.
- Agenda and Public Notice Postings: Responsible for posting agendas and public notices for the Town in accordance with the MA Open Meeting Law requirements, including legal advertising through local newspapers.
- Must attend all Annual Town Meetings and Special Town Meetings and be available to attend other Town and Department related meetings, as needed.
- Records and certifies all official actions of Town Meeting legislation and appropriations, and prepares and sends newly voted bylaws to the Attorney General's Office for approval.
- Maintains DLS (Division of Local Services) Gateway and Local Officials Directory and certifies necessary items in the DLS Gateway in order for the Board of Assessors to set tax rate in a timely manner.
- Maintains copies of deeds of town-owned property, accepted street, unaccepted streets, etc. Maintains minutes of meetings and hearings of boards/commissions as well as plans submitted to different board/committees and permits/variances granted.
- Receives and records all applications and final decisions of the Zoning Board of Appeals; issues statements of "no appeal".
- Serves as "Keeper of the Seal". Seals and attests to elected officials, by signature, to bylaws, resolutions and contracts, easements, deeds, bonds and other documents requiring Town certification.
- Develops department budget. Oversees the preparation of payroll and bill warrants; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.
- Administers oath of office as required to all elected officials, appointed members of boards and committees, and personnel.
- Attends training seminars or programs in order to maintain knowledge of changes in local, state or federal regulations/laws as well as the application of technology in support of department operations.
- Performs similar or related work as required, directed or as situation dictates.

**EDUCATION AND EXPERIENCE:**

- High school graduate
- A minimum of two years of progressively responsible experience in an office setting.
- Experience in a municipal government setting including experience in records management and dealing with the public.
- Commissioned as a Notary Public or willingness to be commissioned upon appointment to the position.
- In lieu of the above, any equivalent combination of training and experience that provides the requisite knowledge, skills and abilities may be considered at the Selectboard's discretion.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of state, local and federal statutes, and regulations applicable to the duties and responsibilities of a Town Clerk.
- Ability to supervise support staff in an effective and harmonious manner. Ability to deal tactfully and appropriately with the general public. Ability to establish and maintain working relationships with town officials and departments, and state agencies.
- Ability to communicate effectively and legibly in written and oral form.
- Ability to maintain complex record keeping systems and stay abreast of updates.
- Thorough knowledge of modern office equipment, computers and Microsoft Word, Excel, and Outlook software applications.

**PHYSICAL AND OTHER REQUIREMENTS:**

- Performs physical tasks as required by this position including, but not limited to, the ability to safely move up to 25 lbs., operate a variety of office machines, such as copiers, printers, computers, calculators and the like efficiently, read and file documents, communicate with others by telephone, email, and in person, and accept and process payments.
- Vision requirements include the ability to read and analyze documents and use a computer.
- Position requires standing and walking for long periods of time at polling places during elections.

**SALARY:**

- \$18,723.00 per year (plus fees after the current Town Clerk retires on 3/28/2024.)
- Salaried position. Approximately 18 hours per week. Additional hours are necessary during election, and other peak times.
- Must be available to work hours during regular daytime Town Hall hours and Wednesday evenings.
- No benefits

**ADDITIONAL INFORMATION:**

- This is an interim position and will be appointed through June 30, 2024.
- The permanent Town Clerk position is dependent upon a Home Rule Petition that has been filed with the state to change the position from an elected to an appointed position or passage at the annual town election in May 2024 of the same. If both fail, then the Town Clerk will be elected at the annual town election to assume duties on July 1, 2024.

1/5/2024