

POSITION DESCRIPTION

Class Title: Deputy Town Clerk
FLSA: Non-Exempt
Pay Rate: \$23.97 to \$31.16 based on experience
Posting closes: December 11, 2024 at 2pm

Deputy Town Clerk

SUMMARY

This is a responsible administrative position, which assists in achieving all activities of the office of the Town Clerk. Work is performed in accordance with the Town Charter, ordinances, and general law.

SUPERVISION RECEIVED

The Town Clerk directly supervises this position.

SUPERVISION EXERCISED

In the absence of the Town Clerk exercises supervision over election staff.

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.)

1. Assists the Town Clerk in conducting elections including preparation and posting of election warrants, issuing nomination papers, preparation of polling places, assignment, and training of election clerks, certifying petitions, absentee balloting, may attend caucus and RSU #23 Regional Budget Meetings, supervising the election process and tabulating and completing the election returns, in addition to the role of the Deputy Voter Registrar.
2. Issues and records DBA's, including scanning, receipt, scheduling, processing, and preparation of Special Event Permits for the Town Council approval; process Pole Permit requests; special permits through CMP for banners, scan contracts, minutes, and other material into Adobe, as well as Laserfiche.
3. Manages assigned duties to achieve goals within available resources, reviews progress and makes changes as needed.

4. In conjunction with the Town Clerk serves as a custodian of official Town records and public documents, including minutes of all meetings, contracts, street records, ordinances, and zoning maps. Perform certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring Town certification; catalogs and files all Town records, including scanning into Adobe, as well as Laserfiche.
5. Prepares and advertises legal notices of public hearings and meetings, per Charter.
6. Issues marriage licenses; prepares and reports to the State all vital records: births, deaths, and marriage; hunting and fishing; and dog licenses. Works with Animal Control Officer to notify unlicensed dog owners.
7. Administers the issuance of municipal licenses in accordance with applicable Town ordinances and other regulations, including, but not limited to, horse permits and parking permits.
8. Administers oath of office to public officials, and employees.
9. Serves as a notary public.
10. Provides research and public records and information to citizens, civic groups, the media, and other agencies as requested.
11. Handles counter traffic, including payment processing and cashing up work daily, and answers telephones. Also, balances the legal advertisement invoices, and processes mail on a daily basis.
12. Assists Town Clerk in overseeing appointments to Town Boards and Committees, including processing applications and resignations, monitor the membership levels of committees, advise new appointees of their appointment to various committees; keep permanent record of all appointments.
13. Creates and advertises agendas for all Town Council Committees and sub-committees and assist the Town Manager's Office with advertising/creating Town Council agendas. This includes posting on the Town's website, posting on Town Hall Streams, on the bulletin board in Town Hall, and sending through a distribution list.
14. Assists the Town Clerk in drafting ordinances and amendments to ordinances, including codification of the ordinances.

15. Assists the Town Clerk in generating monthly reports for the Town Manager and post on the website.

16. Assists the Town Clerk in his/her duties as the Freedom of Access Liaison.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

Associates degree or an equivalent combination of education and experience.

Knowledge, Abilities and Skills:

1. Ability to acquire knowledge and understanding of State Statutes relating to the duties of the Municipal Clerk and Voter Registrar, the Town Charter and Town Ordinances, and State reporting requirements regarding vital statistics, births, deaths, marriages, Inland Fisheries & Wildlife, and dog licenses.
2. Working knowledge of the principles and practices of records management techniques and legal requirements regarding recording, retention, and disclosure of public records.
3. Strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook, etc.) and Adobe products (pdf reader, pdf writer, etc.)
4. Strong organizational skills and attention to detail with a demonstrated ability to accurately record and maintain records.
5. Strong interpersonal skills and the ability to establish and maintain effective working relationships with other employees, other departments, officials, and the public. Willingness and ability to provide excellent customer service.
6. Ability to communicate well both orally and in writing.
7. Ability to maintain strict confidence regarding confidential records.

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).

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tool, or controls, reach with hands and arms, bend down and work with voting machines, and may be on their feet during the election(s) for long durations. The employee must occasionally lift and/or move up to 25 pounds. Vision and hearing at or correctable to normal ranges.

During election periods, the employee may be required to work in excess of the standard weekly hours and will be required to work on Election Day for up to eighteen (18) hours, or greater than 18 hours if an emergency exists and additional hours are required.

WORK ENVIRONMENT

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates telephone, facsimile machine, copier, calculator, and other standard office equipment. Personal computer and associated software, such as word processing, voter registration (CVR), MOSES, Laserfiche, MUNIS (entry of receipts), Access, and DAVE System; cash, check and electronic payment processing and accurate electronic tabulating devices.
- Employee has frequent contact with the general public, other town departments and officials, town employees, and varied state agencies. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to most department-related confidential information.
- Errors could result in delay or loss of service and legal and/or financial ramifications

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Equal Opportunity/Americans with Disabilities Act Employer