

TOWN OF SANDISFIELD

ASSISTANT TOWN CLERK

DEFINITION

Position is responsible for assisting the Town Clerk with the operation of the Town Clerk's Office, including the maintenance of official town records; coordination and administration of elections; issuance of various permits and licenses; recording and reporting of vital statistics; conducting the annual census; and other duties pertaining to the functions of the town clerk in accordance with more than 73 chapters and 451 sections of the Massachusetts General Laws. The Assistant Town Clerk functions as the Town Clerk in his/her absence.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Processes and maintains vital statistics, census data, records and other documents maintained by the office in conformance with state statutes and town by-laws; issues certified copies of documents on request and notarizes documents.
- Assists with federal, state, and town elections. Distributes and certify all nomination papers; assists in oversight of absentee voting procedures and early voting procedures; record the results of election returns.
- Maintain accurate voter lists in the state database. Assist with preparation and execution of the annual local census and Federal Census.
- Administers voter registrations at the local level. Verifying eligible and non-eligible voters through various means of outreach. Makes appropriate updates within the state voter database and assists in preparation street list of residents.
- Performs certification of legal and other documents.
- May issue of a variety of licenses and permits.
- Registers vital records and reports to the Commonwealth's central vital registration system. Provide certified copies of vital records and conduct or assist with genealogical research for members of the public.
- Confers with Secretary of State and Attorney General offices pertaining to office related responsibilities
- Serves as the Town Clerk in the absence of the Town Clerk
- Perform other related job duties as necessary.

SUPERVISION RECEIVED

Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGEMENT AND COMPLEXITY

The work consists of a variety of duties which follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary

according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to some confidential and sensitive information in the performance of their duties

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and one (1) year of related experience; or any equivalent combination of education, training, certification and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Basic knowledge of state, local, and federal statutes, bylaws, charter and regulations applicable to the duties and responsibilities of a Town Clerk. Knowledge of recordkeeping and automated systems. Knowledge of standard office procedures.

Ability: Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports and media in order to explain to others. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, fellow employees, other Local and State officials and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Strong communication skills, both oral and written. Skill in basic computer applications.

WORK ENVIRONMENT

The majority of work is performed in a typical office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 25 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.