

TOWN OF SANDISFIELD TOWN CLERK

DEFINITION

Position is responsible for the direction, administration, and operation of the Town Clerk's Office, including the maintenance of official town records; coordination & administration of elections; issuance of various permits and licenses; recording and reporting of vital statistics; conducting the annual census; and other duties in accordance with the provisions of more than 73 chapters and 451 sections of the Massachusetts General Laws.

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.

- Performs a wide variety of responsible management and administrative responsibilities dealing with elections, vital statistics, public information, and records management.
- 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.
- As Records Manager; is custodian of official town records and responsible for the storage of and filing of all records of the Town. Responsible for the maintenance, disposition, and preservation of municipal archival records and materials.
- Coordinate/administer federal, state, and town elections. Coordinate all details and procedures for elections; oversee and ensure that all statutory requirements are adhered to; supervise and train all election officials; monitor polling places to ensure conformance; provide voting registration sessions; distribute and certify all nomination papers; administer absentee voting procedures; administer early voting procedures; record the results of election returns; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting.
- Conduct the annual census and prepare the street list of residents. Maintain and update census data within the state voter registration information system on a continuing and daily basis. Provide information to the school district annually for pre-k and kindergarten.
- Administer the state voter registration information system at local level. Prepare the voting list for the town for all primaries, elections, and town meetings making corrections based on census and voter data.
- Perform certification of legal and other documents. Research, seal, and attest to town records such as bylaws, municipal easements, municipal deeds, town meeting articles, bonds, roads, and other documents requiring town certification.
- Attend regular and special town meetings; prepare proceedings based on recording, certify monies allocated; prepare and submit bylaws to the Attorney General for approval or denial.
- Manage dog license process.
- Control the issuance of a variety of licenses and permits (marriage licenses, gasoline storage permits, permits for raffles and bazaars, dog licenses, kennel licenses, business certificates, and pole locations).

- Administer oath of office to all elected and appointed officials of all committees, commissions and boards and ensure that all elected and appointed officials are informed in writing of the Open Meeting Laws and Conflict of Interest Laws; periodically conduct workshops for staff and provide additional instruction regarding OML and Public Records Management and information requests; receive resignations from same and notify the appointing authority.
- Provide access to public records in compliance with State Public Records Law and corresponding regulations.
- Record applicant's filing and decisions of Planning Board and Zoning Board of Appeals; records, files and certifies, all decisions of the Planning Board and Zoning Board of Appeals before the decision is recorded at the Registry of Deeds.
- Receive and record all appeals to all decisions of the Planning Board and the Zoning Board of Appeals and distribute copies to concerned parties.
- Record notices of Town board meetings posted on Town's bulletin board
- Receive and record all monies collected, making timely turnovers to the Town Treasurer as required by law.
- Review all new or amended state laws for town use; prepare and certify the minutes of all town meetings; certify all action taken for town officials and notify proper state officials of borrowing articles. Submit general bylaws and zoning bylaws to the attorney general for approval/disapproval. Maintain and update the Town Zoning Bylaws and Town General Bylaws.
- Register all vital records and report 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.
- Perform other related job duties as necessary.

SUPERVISION RECEIVED

The elected official acts independently, and works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by part time subordinates and assures the accomplishment of the assigned work in the prescribed manner.

JUDGEMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

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 (*suggested as position is elected*)

High School diploma or equivalent, and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience. On the job training is available through the Mass. Town Clerks' Association workshops, conferences, mentoring programs etc. Participation in conferences and other training opportunities is encouraged.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge:

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, budgeting and management. Thorough knowledge of standard office procedures.

Ability:

Ability to multi-task and manage conflict. 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 and/ or train others. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills:

Public relations, strong communication, problem solving and customer service skills .

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 30 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.