

**Town of Plainfield, Massachusetts  
Draft Job Description**

<b>Position Title:</b>	Town Clerk	<b>Grade Level:</b>	
<b>Department</b>	Town Clerk	<b>Date:</b>	
<b>Reports to:</b>	Elected Position	<b>FLSA Status</b>	

**Statement of Duties:** The Town Clerk as an elected official serves as the Town's Chief Election Officer, Chief Public Information Administrator, Burial Agent, Public Records and Licensing Administrator, and is responsible for the performance of managerial, administrative, supervisory and direct service work in keeping, maintaining, and preserving official municipal records, issuing various licenses and official documents, the administration of fair and accurate elections as well as posting all board, committee and department meetings and maintaining all record of all postings and meeting minutes. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Board of Selectmen, the employee performs duties and responsibilities in accordance with local, state and federal statutes, rules and regulations; the employee establishes short- and long-range department goals and objectives, their own performance standards, and assumes direct accountability for department results. Employee consults with State officials where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve operational conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee, as a regular and continuing part of the job, is accountable for the direct management of the department including the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

The employee is responsible for the supervision of six to eight (6-8) part-time poll workers, approximately eight (8) vote counters, as well as three (3) members of the Board of Registrars. Work operations are subject to substantial fluctuations in work procedures or volume in accordance with local, state and federal elections and therefore can be planned in advance.

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Employees being supervised work at the same location and the same work shift in accordance with local, state and/or federal election schedules.

**Confidentiality:** In accordance with the State Public Record law, the employee has regular access on a department-wide basis to confidential information including client records (i.e. vital records) and department records.

**Judgment:** Work is performed in accordance with local, state, or federal legislation, or directives that pertain to a municipal Town Clerk department including elections and town vital records. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing department operating policies.

**Complexity:** The work consists of a variety of duties which generally 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.

**Work Environment:** Work is performed in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours at nights or on weekends in accordance with local, state and federal election regulations or to attend Town Meetings. The employee is required to work beyond normal business hours in accordance with department office hours.

**Nature and Purpose of Relationships:** Relationships are constantly with co-workers, the public, community groups and/or individuals such as civic leaders, state or federal officials, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance. The employee communicates departmental practices, procedures, regulations or guidelines, and may be required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

**Accountability:** Consequences of errors may include missed deadlines, adverse public relations, monetary loss, legal repercussions, jeopardize programs, delay or confusion that could result in the loss of historical data and jeopardize department programs or services.

**Occupational Risk:** Duties generally do not present occupational risks to the employee.

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**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 the Custodian of official Town Reports and public documents, responsible for the recording and certification of all Town official actions including Town Meeting actions as well as that of other town Boards and Committees; general and zoning bylaws, personnel bylaws, rules and regulations of all town boards and committees, business certificates, professional registrations, conflict of interest disclosures, historical records and meeting minutes of Town Boards and Committees.

Responsible for the development and implementation/organization of management practices regarding the management of public records, posting of Town Meeting notices, compliance with the State's Open meeting Law, and filing or storage of official town documents. Provides various town departments with public record information and needs.

Responsible for the issuance of a variety of state and town licenses, permits and certificates in accordance with State laws and local regulations; receives completed forms and processes; submits turnovers and necessary monthly reports to the Town Treasurer and Accountant as required.

Responsible for selling cemetery plots to the public.

Serves as the Public Records Officer or Registrar of Vital Statistics for the Town; oversees and participates in the creation, maintenance, recording, and issuance of certified copies of births, deaths and marriages; records Federal and State tax liens; submits reports to the state and other authorities as required. Responsible for the repair, binding, maintenance and proper storage of all permanent records in compliance with the State Public Records law.

As Chief Election Official for the Town Plainfield, oversees all local, state and federal elections held in Plainfield and coordinates all polling locations of upcoming elections; prepares all election materials, supplies and equipment for various election polling sites; supervises election workers and processes the payroll for precinct workers; prepares and reconciles records pertaining to election results with the Secretary of State's Office, newspapers, and radio stations.

Serves as a member of the Board of Registrars including but not limited to certifying election nomination papers and absentee ballot requests in accordance with State law

Registers new residents and updates the Central Voter Registry files of the Secretary of State's database. Constantly updates changes in voter and/or resident records; Prepares, maintains and distributes school census; responsible for population statistics. Administers the annual town census and serves as the Town's designee regarding the completion of the federal census;

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responsible for the updating, printing and distribution of the Town census forms. Arranges for and maintains the Town's Annual Census; prints and distributes the Town Annual Street List.

Administers the oath of office for all town officials. Keeps records of oaths, bonds, resignations; provides open meeting and conflict of interest regulations to all sworn employees. Serves as municipal liaison to the State Ethics Commission and the Open Meeting Law.

Responsible for the submittal of reports to the Secretary of State's office and town meeting zoning, bylaw submittals to the Attorney General's Office.

Required to attend Town meetings to take and transcribe minutes of meetings; reviews and attests to warrants; prepares voting lists, records votes on all matters voted at town meeting; provides assistance to the Town Meeting moderator as necessary.

Prepares and administers the department's operating budgets for the Town Clerk, Elections and Registrars.

Serves as a general information center to the public.

Serves as the "Keeper of the Seal"; seals and attests by signature, to Town By Laws, resolutions, contracts, easements, bonds, and other documents requiring Town certification.

Receives and files all claims and actions against the Town of Plainfield.

Responsible for the preparation of the department's Annual Report.

**Recommended Minimum Qualifications**

**Education and Experience:** Position requires a high level of trade knowledge in the field of municipal Town Clerk operations and local, state, and federal elections; a minimum of three to five (3-5) years of prior work experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** State Certification as a Notary Public and Justice of the Peace is preferred. Certification by the MA Town Clerks Association and the International Institute of Municipal Clerks after three (3) years of appointment is preferred. As a condition of employment the employee must be bonded.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of local, state and federal statutes and regulations applicable to the duties and responsibilities relating of a municipal Town Clerk's office including the conduct of local, state, and federal elections and the maintenance of public records. Working

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knowledge of office administration, secretarial practices, financial record keeping and automated office systems. Working knowledge of office software including word processing, spread sheet applications, web site, and the Internet in support of department operations in support of department operations. Knowledge of Town government operations and Town Meeting protocols and procedures in accordance with the method chosen by the Town. Knowledge of State regulations pertaining to functioning as the Town Burial Agent.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, conduct research and respond to a variety of inquiries, and perform multiple tasks. Ability to establish and maintain effective and harmonious working relationships with local, state and federal officials, town employees and the public. Ability to establish and maintain detailed record keeping systems. Ability to prioritize multiple tasks and deal effectively with frequent interruptions, time deadlines and disgruntled members of the public. Ability to communicate effectively in oral and written format. Ability to establish and maintain detailed and accurate record keeping systems.

**Skills:** Effective leadership and supervisory skills; proficient written and oral communication skills; proficient skill in operating personal computers and related software; proficient customer service and record keeping skills.

**Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves standing and sitting for extended periods of time in order to perform work tasks, with intermittent periods of stooping, walking, pushing, pulling, kneeling, and crouching. The employee is occasionally required to lift, push or pull department equipment.

**Motor Skills:** Duties are largely mental rather than physical, but the essential functions of the position may occasionally require minimal motor skills for activities such as moving objects, operating a document scanner or a personal computer, office and election equipment, keyboarding, and the filing/sorting of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*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.*

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