



TOWN OF ESSEX

POSITION: TOWN CLERK'S ASSISTANT

DEPARTMENT: TOWN CLERK

GENERAL SUMMARY:

A hired official under policy direction of the Town Clerk performs in accordance with applicable federal and state laws and regulations and Town by-laws. Works under the direction of the Town Clerk and performs all other related work as assigned by the Town Clerk. Duties not exclusive if other Town Clerk's Assistants are engaged in employment.

ESSENTIAL JOB FUNCTIONS

Legislation:

- ✓ Assists the Town Clerk in managing records for all aspects of Town government and receives and disseminates related information interdepartmentally and to the general public under the direction of the Town Clerk;
- ✓ Assists the Town Clerk with the statutory requirements of maintaining sign offs and training files of the State Ethics Commission and the State's Division of Open Government's Open Meeting law for all municipal volunteers and employees;

Elections:

- ✓ Assists the Town Clerk in the coordination of staffing Election Day and Town Meeting activities;
- ✓ Assists the Town Clerk in the performance of elections, including but not limited to monitoring dates and deadlines of election and Town Meeting calendars, preparing and accepting nomination papers, accepting petition papers, processing nomination and petition papers, preparing draft paper and electronic ballots for local elections, preparing signage or other administrative tools necessary for Election and Town Meeting administration;
- ✓ Assists the Town Clerk in educating and communicating policy and procedure for the general public, candidates and potential candidates of elections and Town Meeting petitions;
- ✓ Ability to be available for staffing specifically during Town Meeting and Election days;

Information:

- ✓ Assists the Town Clerk with prompt dissemination of information to all appropriate groups regarding statutory regulation from federal, State, county and local levels.
- ✓ Assists the Town Clerk in overseeing open meeting law notices, postings and schedules.
- ✓ Provides the public with information necessary to assist them in accessing requested services in conjunction with the Town Clerk;

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ESSENTIAL JOB FUNCTIONS (continued)

Public Records:

- ✓ Responsible for maintaining, filing and issuing all vital statistics, licenses, violations and legal records under the direction of the Town Clerk;
- ✓ Records and indexes all birth, marriage and death certificates as directed by the Town Clerk;
- ✓ Prepares required monthly reports as directed by the Town Clerk;
- ✓ Maintains confidentiality of records with restricted access;
- ✓ Assists the Town Clerk in the issuance of all licenses and permits required of the Town Clerk's office and maintains related records and collects and remits fees under the direction of the Town Clerk;
- ✓ Assists the Town Clerk in the issuance of Business certificates and maintains files. Receives and records liens and releases under the uniform commercial code and the Department of Revenue;
- ✓ Assists the Town Clerk in the acceptance of Planning Board and Zoning Board of Appeals applications and monitors deadlines for action on such applications. Receives and records liens and releases under the uniform commercial code and the Department of Revenue;
- ✓ Assists the Town Clerk with the maintenance of all computerized and manual files and records;

Voter Registration and Census:

- ✓ Assists the Town Clerk in administering all aspects of voter registration as well as census activities.
- ✓ Maintains confidentiality of records with restricted access, transmits information to required jurisdictions under the direction of the Town Clerk. Maintains absentee balloting lists for all elections, certifies voter status and issues absentee ballots under the direction of the Town Clerk;

Department Operations:

- ✓ Provides courteous service and timely answers and forwarding of incoming telephone calls, emails as well as over the counter questions;
- ✓ Assists the Town Clerk with assuming any and all other duties required of the Office of the Town Clerk by the Commonwealth of MA. or the Essex Town Meeting if and when such duties are added under the direction of the Town Clerk;

OTHER DUTIES AND RESPONSIBILITIES:

- ✓ Available to attend meetings, seminars and workshops to maintain current knowledge of profession as authorized by the Town Clerk;
- ✓ Maintains effective communication with the public, media, other departments and other levels of government under the direction of the Town Clerk;
- ✓ Adheres to appropriate procedures and cash flow management procedures under the direction of the Town Clerk;
- ✓ Researches and prepares reports and performs other special project assignments as directed by the Town Clerk;
- ✓ Performs any other related duties as assigned by the Town Clerk;

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SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ✓ Duties require knowledge of local and State government laws and regulations, and office management. High School diploma and municipal government experience preferred. Strong experience with accurate record keeping and records management is required;
- ✓ Ability to work cooperatively with all Town Hall employees to support accomplishment;
- ✓ Ability to implement the stated goals and objectives for the department, as directed by the Town Clerk;
- ✓ Ability to analyze complex issues and develop relevant and realistic plans, programs and recommendations, under the direction of the Town Clerk;
- ✓ Financial management skills, ability to communicate effectively both verbally and in writing and to establish positive public relations for the Town and the public;
- ✓ Ability to interact effectively with a wide variety of constituencies;
- ✓ Ability to read and understand local, State and federal statutes, by-laws and regulations regarding voter registration, elections and as it may pertain to other department functions;
- ✓ Knowledge of computerized applications as they relate to Town Clerk functions and responsibilities, specifically including Microsoft Works applications;

TOOLS AND EQUIPMENT USED:

- ✓ Computers, related peripherals, proficient in MS Word, Excel and willing to learn other software programs as need, postage machine, voting machine, and accessible voting equipment, calculators, copier, fax and other general office equipment.

WORKING CONDITIONS:

- ✓ Travel to meetings, workshops, seminars and to polling place on elections days under the direction of the Town Clerk;
- ✓ Periods of time are spent at computer terminal, on telephone or operating other office equipment requiring hand-eye coordination and finger dexterity.
- ✓ Ability to operate combination locks;
- ✓ Work is primarily performed in an office setting. Routine office hours (open to the public) are at any point on each Monday through Thursday from 7:30am-3:30pm.
- ✓ Position requires standing and walking for long periods of time at polling place during elections and at town meetings which may require attendance during weekends, early morning and/or evening hours. Additional work hours outside of normal office hours may be required from time to time under the direction of the Town Clerk.
- ✓ The successful applicant may be exposed to dust, allergens and other air borne particles;
- ✓ The employee is exposed to stress due to the scope of the position, public service and constant need for accuracy and attention to detail.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved by Personnel Board (Essex Board of Selectmen) December 15, 2014.