

Town of Charlemont

Position Title	Town Clerk
Classification	Appointed by Selectboard
Department	Town Hall
Reports To	Town Administrator
Direct Reports	Poll Workers

Job Summary

The Town of Charlemont Town Clerk plays a pivotal role as a central information point for residents. Performs professional, administrative and supervisory work associated with managing the Town Clerk's Office, including acting as the Chief Election Official, Keeper of the Records, Licensing Administrator, Census/Voter Registration Administrator, and Legislative Administrator. The town clerk has many duties to perform. As recordkeeper, historian, licensing issuer, election official, or administrator of the oath of office, they serve an important role in the community, serving citizens, offices within the community, and local and state government.

Essential Functions

Public Records Officer/Licensing Administrator the Town Clerk maintains vital records and statistics in the community, including birth, death, and marriage certificates, and holding the official municipal seal for certified copies of certificates. The Town Clerk issue various licenses and business certificates. The Town Clerk administers the oath of office to newly elected, reelected, and appointed local officials. They are required to record all legislative body votes, retain all permanent and ad-hoc committee or board minutes and records, and maintain up-to-date municipal code of town bylaws or city ordinances. The Town Clerk also must submit all new and revised bylaws to the Attorney General for review and approval.

Chief Election Official Clerk/Officio of the Board of Registrar The Town Clerk leads Town Election activities including scheduling and preparing a polling location. The Town Clerk works in conjunction with registrar of voters or election department to ensure that there are fair and impartial elections. This includes registering and maintaining voter rolls and registration, mailing annual community census forms, certifying nomination papers and initiative or referenda petitions, processing absentee voter applications, and administering elections and recounts. The Town Clerk must also certify the results of any town election.

Liaison to Division of Local Services The Town Clerk is responsible for interacting with the Division of Local Services (DLS). The Town Clerk maintains and updates the DLS Local Officials directory. With accurate information in the directory, DLS can disseminate notices,

Town of Charlemont

certifications, and other information to the appropriate individuals. The Town Clerk is the local Gateway account administrator.

Legislative Communications (DLS) Town Clerk is required to send certified copies of borrowing authorization votes within 48 hours after a vote takes effect to the Public Finance Unit at DLS. Town Clerk must report accepted local option statutes regarding local taxes and finances and Proposition 2½ questions.

Tax Recap (DLS) Annually, the Town Clerk attest that the appropriations and financing sources on the Tax Recap Page 4 and supporting schedules for enterprise funds (A-2) and community preservation funds (A-4) include all activity that occurred since the last recap was approved. The Town Clerk also certify that proper notice was given for the public hearing on the annual tax classification options. Both are directly entered into Gateway.

Records Access Officer/Chief Public Records Officer Town Clerk is designated to perform duties described in 950 CMR 32.00 including coordinating a response to requests for access to public records, assisting individuals seeking public records in identifying the records requested, and preparing guidelines that enable requesters to make informed requests regarding the availability of such public records electronically or otherwise.

Town Meeting at town meeting the Town Clerk records all votes and takes minutes during Town Meetings and Special Town Meetings.

Parking Ticket Hearing Officer Town Clerk schedules and hold hearings for contested parking tickets issued by the police department.

Marijuana fines Town Clerk receives written citations from the police department and matches payment with appropriate ticket.

Special Town Employee the Town Clerk acts as a Special Town Employee for any position that the Select Board has appointed the Town Clerk to be responsible for that requires the Town Clerk to act as a Special Town Employee.

Supervision Scope

Poll Workers work under the direct supervision of the Town Clerk.
The Town Clerk works under the direct supervision of the Town Administrator.

Job Environment

This is an office-based job in a dynamic municipal building and department. While performing the duties of this position is required to: perform work in a complete, accurate and timely manner, interact and communicate frequently with department staff and the public, government officials, other municipal staff members and boards, and/or third parties transacting business with the Town.

Operates standard office equipment including computers and telephones and moves throughout the municipal office. Lifts/moves objects weighing up to 10 pounds. May operate an automobile or light truck

and hand tools. Environment may involve moderate risks or discomforts which require normal safety precautions.

Education, Training and Experience

Education	High school Associate degree or 5 years of relevant business administration or comparable experience
Training	Open Meeting Law
Experience	Experience in professional settings a plus

Special Requirements

Certified Massachusetts Municipal Clerks Association Training a plus.

Knowledge, Ability, and Skills

Knowledge: Knowledge of office equipment, computer literacy and office productivity software.

Ability: Ability to establish and maintain effective working relationships with town officials, and the general public. Ability to communicate effectively in written and oral form in English. Ability to manage several projects at one time. Ability to comprehend federal state and local code.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Skill in all of the above-listed tools and equipment.

Physical Ability

While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, and reach. The employee must be able to speak and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools or controls.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Disclaimers

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.

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

Town of Charlemont

exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

The Town of Charlemont is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, veteran status, gender identity, or any other protected characteristic as outlined by federal, state, or local laws.