

**Notice of Vacancy
Town Clerk**

The Town of Essex is seeking qualified applicants for the position of Town Clerk. Responsibilities include managing official records, town meeting votes, elections, open meeting law postings, voter registration, local census, certain licensing, and other duties. Previous experience as a town clerk or assistant town clerk preferred. See www.essexma.org for full details. Copies of the detailed job description are also available from the Personnel Officer in Town Hall. This full-time position presently carries a salary range of \$49,147-\$61,181. The actual salary will be negotiated commensurate with experience. Please send a cover letter and resume to Essex Board of Selectmen, Town Hall, 30 Martin Street, Essex, MA 01929 or bzubricki@essexma.org, to be received no later than January 16, 2018.

Essex Board of Selectmen



TOWN OF ESSEX

POSITION: TOWN CLERK

DEPARTMENT: TOWN CLERK

GENERAL SUMMARY:

An appointed official under policy direction of the Board of Selectmen, performs in accordance with applicable federal and state laws and regulations and Town by-laws. Exercises independent judgment and initiative in the planning, organizing and implementing all functions and services of the Town Clerk's office; including those related to legislation, elections, information, public records, voter registration, census and department operations. The Town Clerk also acts as Parking Clerk collecting parking violations. Performs all other related work as required.

ESSENTIAL JOB FUNCTIONS

Legislation:

- ✓ Manages records for all aspects of Town government and receives and disseminates related information.
- ✓ Identifies and recommends changes in laws; administers oaths of office, attests to officials' signatures, arranges for Town Meeting including physical set-up and staffing of personnel, serves as acting moderator in absence of same.
- ✓ Records all votes taken at Town Meetings.
- ✓ Prepares paper ballots, issues certificates of votes, submits by-laws from Town Meeting to Attorney General along with required documentation.
- ✓ Notifies Department of Revenue of incurrence of indebtedness. Certifies financial votes from Town Meetings in order to set the tax rate;
- ✓ Records and attests to by-laws, resolutions, contracts, easements, deeds and other documents requiring Town certifications.

Elections:

- ✓ Responsible for administering all federal, state, county and local elections laws and serves as Chief Election Official.
- ✓ Manages on-site activity at polls, arranges for physical set-up of polls, oversees programming of voter machines, and ensures adequate staffing of polls including police protection. Arranges for delivery and return of election materials, prepares tally sheets, trains and supervises Election Officers. Records all votes and transmits results to Secretary of State and other agencies. Receives and reviews local campaign finance filings.

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ESSENTIAL JOB FUNCTIONS (continued)

Information:

- ✓ Responsible for prompt dissemination of information to all appropriate groups regarding statutory regulation from federal, State, county and local levels.
- ✓ Oversees open meeting law notices and schedules.
- ✓ Provides the public with information necessary to assist them in accessing requested services.

Public Records:

- ✓ Serves as the Records Access Officer for the Town of Essex.
- ✓ Responsible for maintaining, filing and issuing all vital statistics, licenses, violations and legal records.
- ✓ Records and indexes all birth, marriage and death certificates.
- ✓ Prepares required monthly reports.
- ✓ Maintains confidentiality of records with restricted access.
- ✓ Corrects and amends certificates as directed by court actions or according to regulation.
- ✓ Acts as Agent for the Board of Selectmen in issuing commercial and recreational shellfish, worm and eel permits.
- ✓ Issues licenses and maintains related records and collects and remits fees.
- ✓ Serves as Custodian of official Town records and public documents.
- ✓ Receives and files all claims and actions against the Town.
- ✓ Issues and receives applications for action by Town Boards and Commissions.
- ✓ Issues Business certificates and maintains files. Receives and records liens and releases under the uniform commercial code and the Department of Revenue.
- ✓ Establishes, maintains and controls all computerized and manual files and records; manages retention schedule and develops systematic procedures to dispose of obsolete records.

Voter Registration and Census:

- ✓ Is a member of the Board of Registrars of Voters
- ✓ Responsible for administering all aspects of voter registration as well as related census activities.
- ✓ Trains and supervises activities of census staff; prepares and prints annual street lists, verifies and certifies residency, maintains confidentiality of records with restricted access, transmits information to required jurisdictions. Maintains absentee balloting lists for all elections, certifies voter status and issues absentee ballots.
- ✓ Participates in the decennial Federal Census on behalf of the Town.

Department Operations:

- ✓ Prepares departmental budget, expends funds as authorized and monitors expenses.

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- ✓ Oversees the timely answering and forwarding of incoming telephone calls and emails as well as over the counter questions.
- ✓ Manages departmental websites with pertinent information.
- ✓ Assumes any and all other duties required of a Town Clerk by the Commonwealth of MA or the Essex Town Meeting if and when such duties are added.

OTHER DUTIES AND RESPONSIBILITIES:

- ✓ Maintains membership in professional organizations.
- ✓ Attends meetings, seminars, workshops to maintain current knowledge of profession.
- ✓ Maintains effective communication with the public, media, other departments and others levels of government.
- ✓ Maintains appropriate procedures and cash flow management procedures.
- ✓ Researches and prepares reports and performs other special project assignments.
- ✓ Performs other related duties as assigned.
- ✓ Notarizes documents for the public.
- ✓ Knowledge and assistance with American Flag etiquette.
- ✓ Facilitates communication between the public and part-time offices.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ✓ Duties require knowledge of local and State government laws and regulations, and office management, Associate's degree in public administration, government, business or related field with three to five years of related experience required; experience in municipal government including experience in records management strongly preferred.
- ✓ Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.
- ✓ Ability to establish goals and objectives for the department.
- ✓ Ability to analyze complex issues and develop relevant and realistic plans, programs and recommendations.
- ✓ 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.
- ✓ In-depth knowledge of Town and State government and local, State and federal statues, by-laws and regulations regarding voter registration, elections and other department functions.
- ✓ Knowledge of computerized applications as they relate to Town Clerk functions and responsibilities.
- ✓ Knowledge of basic archival practices and tools.

SUPERVISORY RESPONSIBILITY:

- ✓ Supervises seasonal election officials, census staff, and Assistant Town Clerks.

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LICENSING AND CERTIFICATION:

- ✓ Certification as a Municipal Clerk by the Massachusetts Town Clerks Association or the ability to obtain is required.
- ✓ Notary Public Designation or the ability to obtain is required.

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.
- ✓ Periods of time are spent at computer terminal, on telephone or operating other office equipment requiring hand-eye coordination and finger dexterity.
- ✓ Work is primarily performed in an office setting. Routine daily office hours (open to the public) are at least eight hours on each Monday through Thursday. 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 for this salaried position.
- ✓ The incumbent may be exposed to dust, allergens and other air borne particles in storage areas.
- ✓ 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) August 10, 2009
Revised December 15, 2014 (supervision of assistants)
Revised January 8, 2018 (miscellaneous)