

**TOWN OF TOPSFIELD
TOWN CLERK
JOB DESCRIPTION**

Position Purpose:

The purpose of this position is to provide administrative and supervisory work in the administration of federal, state and local statutes; the maintenance of official municipal records; the issuing of various licenses, vital records and public documents; the administration of fair and accurate elections; serves as the Town's Official Records Access Officer coordinating public records requests and legal compliance, and performs all other related work as required. FLSA Exempt.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of the department's statutorily-mandated services, in the interpretation and application of laws, regulations and procedures on matters within the Clerk's jurisdiction, and in the direction of personnel consistent with any applicable Personnel or other Town Bylaw. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Under the general supervision of and appointed by the Town Administrator in accordance with the provisions of Chapter 72 of the Acts of 2015, subject to all applicable Massachusetts General Laws and town by-laws. Position is subject to the Town's Personnel Bylaw and Personnel Rules and Regulations.

Supervision Given: Has direct supervisory responsibility for one part-time employee; supervises election workers during elections and Town Meetings.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy and subject to regular interruption. Work is subject to fluctuations and requires additional work outside of normal office hours.

Operates a computer using standard office software, State Census/Voter Registration System, State Vital Records System, calculator, telephone, copier, facsimile machine, ballot tabulator machines, ballot marking machines, ballot boxes, and other standard office equipment.

Makes regular contacts with the general public, other town departments and officials, members of town boards/committees, lawyers, undertakers, and state agency officials. Contacts are by phone, correspondence, and in person and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-oriented confidential information such as restricted vital statistic records and information from executive session meetings.

Errors could result in delay and confusion, have legal and/or financial repercussions, and cause adverse public relations for the department as well as the town.

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.)

Plans, organizes, publicizes, conducts, certifies and prepares reports on all elections. Establishes, reviews and updates all election procedures, subject to statutory requirements. Prepares and issues publicity and mailings regarding election activities, schedules and locations. Recruits, trains, schedules and supervises election works. Supervises the setup of polling locations. Prepares and certifies official election results and related reports.

Serves as the Records Access Officer in accordance with the Public Records Law. Monitors, tracks and coordinates all public records requests and responses. Ensures consistent and timely delivery and response to public records requests. Routinely corresponds with the Secretary of State's Office for public records advice, guidelines and updates. Works with the Town Administrator and Town Counsel to address and resolve complaints. Issues guidelines for public records policies and requests for public records from municipal departments. Maintains log and documentation of records requests and responses. Manages centralized administrative system and corresponds with all departments and records custodians. Collects all official meeting minutes and agendas for public bodies. Monitors compliance with the Public Records Law. Works with departments and officials to improve public records access on the Town website. Updates Town website with public meeting postings and notices.

Serves as Chairperson of the Board of Registrars. Manages town voter registration activities in conjunction with the Board on a year round basis. Issues press releases, advertisements, mailings and signs to inform the public of registration activities and schedules. Schedules registration sessions. Certifies voter signatures on nomination papers of candidates. Annually prepares voter lists in various forms for use at election polls and lists of all residents of the Town.

Serves as local Registrar of Vital Records & Statistics. Responsible for registering, indexing, maintaining, and certifying vital records, including births, deaths, marriages; issues related licenses and collects fees. Determines whether statutory criteria have been met for changes in and access to certain vital records.

Certifies town actions, documents and compliance with legal time requirements in matters within the Clerk's jurisdiction. Maintains, files, and issues business certificates. Records UCCs. Receives, certifies, and records various legal documents including contracts, agreements, leases, bonds, takings, deeds, and all other papers and documents. Maintains custody of the Town Seal, law books, and committee reports and deed.

Posts notices calling Town Meeting. Posts official warrant. Responsible for accurately recording all actions taken at special and annual Town Meetings. Assists the Town

Moderator. Maintains related official records. Records all matters voted at Town Meeting. Files Town Meetings actions with the Attorney General and the Department of Revenue.

Responds to customer requests for information on all department operations and functions. Interprets relevant statutes, bylaws, regulations, policies, and procedures of the office and directly participates in the resolution of more complex issues and concerns of the public. Imparts information in regard to Open Meeting Law, Conflict of Interest Law, and Public Records Law, and the administration of oath of office to town officials and committee/board members.

Responsible for the maintenance, disposition, and long term preservation of department records.

Develops department budget and the budget for the Board of Registrars. Oversees the preparation of payroll and bill warrants; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in a related field is required; a minimum of three (3) years of direct experience as a Municipal Town Clerk or Assistant Town Clerk, or a minimum of five (5) years of related legal, para-legal, office or records management experience is required; Experience in municipal government strongly preferred; or any equivalent combination of education and experience.

Special Requirements:

Must attain and maintain Notary Public status.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of state statutes and bylaws relating to the duties and responsibilities of a Town Clerk and Records Access Officer highly desirable. Knowledge of municipal government operations and Massachusetts State Laws, including public records, open meeting, and elections, is highly desirable. General knowledge of the organization, operations, and procedures of local government helpful. Complete working knowledge of office administration, public records laws, secretarial practices, financial record keeping and automated office systems and procedures.

Ability: Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under time pressure. Ability to prepare and administer budgets and to prepare financial reports. Ability to operate standard office equipment.

Skill: Skill in operating computers and applicable word processing and statistical applications. Excellent customer service skills.

Physical 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 essential functions.

Lifts/moves objects weighing up to 30 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

(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 Town of Topsfield is an equal opportunity employer. The Town does not discriminate in hiring, training, promotion, discipline, termination or other personnel actions on the basis of race, color, religious creed, age, gender, sexual orientation, marital status, national origin, ancestry, or any other characteristic protected by law.

APPROVED AUGUST 27, 2019

TOWN ADMINISTRATOR