

Town of Freetown

Job Description

Position Title: Senior Clerk

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Department: Town Clerk

Type: F/T 36 Hours

- **Major Function**

To work under the general supervision of the Town Clerk with strict accordance to the Massachusetts General Laws, Town By-laws and Federal laws and regulations. The position performs routine to complex administrative and customer service work assisting the Town Clerk and the office by maintaining records, issuing official documents, and providing information to the general public and town departments.

- **Essential Functions**

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment to the position.

- Maintaining the State Computer System (VRIS – Voter Registration Information System)
- Maintain current voting lists and files.
- Certify local and state nomination papers, and petitions.
- Participate in conducting, recording and filing the Annual Street Census.
- Record, file and issue Vital Records (Births, Deaths and Marriages).
- Record, file and issue Business Certificates and related matters.
- Receiving, recording and filing Board of Appeal Variances and decisions.
- Record and file Planning Board Subdivisions and Form A's and related matters.
- Record and file such records as resignations, officials elected and appointed for permanent record.
- Assist the Town Clerk in preparation for Elections and Town Meetings.
- Attend Town meetings and assist the Town Clerk and Registrars.
- Be available to work at the Town Clerk's Office during and after (evenings) elections.
- Be available to work at the Annual Rabies Clinic (once/yr – Sunday)
- Assist the general public and town departments by furnishing routine information.
- Assist the Board of Registrars in voter registration and absentee ballot applications.
- Issue and record dog and kennel licenses
- Conduct genealogy research as requested.
- Research Town Records for the general public and various departments.
- Post and File Meeting Notices on the public bulletin board and town website.
- Process Passport photos.
- Answer the telephone, take messages and/or direct the call to proper department.
- Collect fees for the Town Clerk's Office.
- Record and issue town stickers
- Accurately maintain cash drawer with fees collected and balance daily

- **Minimum Qualifications**

Minimum Training and Experience

High School Diploma and preferably four years of experience in working with the public and general clerical work.

Minimum Knowledge, Skills and Abilities

General knowledge of local government and its operations helpful.

The ability to be proficient and extremely accurate in record keeping.

The ability to establish and maintain a good communication and working relationship with other departments, boards and elected officials.

The ability to work independently.

In absence of the Town Clerk, to have the ability to perform the daily tasks of the office.

The capability to follow instructions.

Some information is strictly confidential and requires considerable discretion.

The ability to interact tactfully and appropriately with the general public.

The capability to accomplish tasks despite frequent interruptions.

The skill to prioritize and multi-task in a fast paced environment.

The ability to prepare, type and proofread forms and correspondence.

The ability to maintain detailed statistics and records with accuracy.

Knowledge of Town – Geographically and Historically helpful.

Knowledge Proficiency

Extensive computer skills with high proficiency in Microsoft Office (Words and Excel).

Strong background in all aspects of clerical and secretarial skills.

- **Tools and Equipment Used**

Computers, Printers, Voting Equipment, Facsimile machines, Passport Photo equipment, Typewriter, Photo Copier, Calculator

- **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, and sit for extended periods. Occasionally requires walking, bending/stopping, reaching, and carrying/lifting (possibly up to 40 pounds).

The employee must have good vision to view computer screens and numbers and read reports and printouts for analytical purposes. Requires manual dexterity in combination with eye-hand coordination for keyboard input, and data entry.

- **Work Environment**

The work is performed under busy office conditions. It can be frequently subjected to a stressful environment and the workload can vary as a result of political and other fluctuations including census, town meetings, elections, etc.

The employee has daily interaction with the general public in person and through telephone calls. Communication with the public requires considerable patience, courtesy and discretion in an impartial manner.

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job.

Signature of Person Filling Position

Date

NOTICE: The above job description does not constitute an employment agreement and does not include all essential and nonessential duties of this job. The description is subject to change by the employer as the needs of employees and requirements of the job change.