USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Town/City] Clerk**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **[Town/City] Clerk** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of administrative, supervisory] and professional work in preparing and maintaining official municipal documents, issuing various licenses and permits, and recording various documents [“and vital statistics” if appropriate].

**Supervision Received:**

N/A

**Supervision Given:**

Supervises the following departments/divisions:

N/A [“Supervises Assistant [Town/City] Clerks and Office staff” (if applicable)].

**Examples of Essential Functions:**

# Plans, supervises and evaluates activities of the Office of the [Town/City] Clerk.

1. Exercises all authority provided to, and meets all responsibilities imposed upon, [Town/City] Clerks by local and State law.
2. Develops and maintains policies and procedures for the Office of the [Town/City] Clerk as mandated by law or necessary to ensure efficiency.
3. Acts as custodian of the official [Town/City] seal.
4. Provides certified copies of public records, validates official documents and ensures posting of official notices, ordinances and advertisements.
5. Records, indexes and preserves municipal land records, surveys and maps.
6. Posts notices for meetings of local government bodies and maintains public meeting minutes, agendas and notices.
7. Maintains official records of the charter, ordinances, oaths, appointments and petitions.
8. Records trade names and military discharges; issues State marriage, liquor, hunting, fishing, dog and trapping licenses, accepts service of process.
9. Issues certificates of authority to justices of the peace, notary publics and Superior Court commissioners.
10. Maintains official copies of town budgets, audits and annual reports.
11. Administers elections in accordance with State law, administers the oath of office of elected and appointed officials, and/or as needed to support Registrar of Voters.
12. Prepares and presents a proposed annual budget for the Office of [Town/City] Clerk; implements the adopted budget.
13. [“Registers and maintains original birth, marriage, civil union, death and fetal death records; issues certified copies of vital statistics records and provides periodic reports to State Department of Health as required by law.”]
14. [“Issues certified copies of vital statistic records.”]
15. Accounts for all public monies associated with duties, for example, permit fees, recording fees, conveyance taxes, etc. received by him/her.
16. Attends [meetings of legislative body and any other required meetings.]
17. [Selects, appoints and swears in Assistant [Town/City] Clerks and makes appropriate notifications to the Secretary of State; directs and supervises the selection, training, assignment, evaluation and discipline of Office employees; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.]
18. Attends conferences and meetings to keep abreast of legal requirements and best practices of [Town/City] Clerks.
19. Reviews, recommends and implements new and innovative technology relating to public records.
20. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.
2.

**Minimum Qualifications:**

[if elected: “As this is an elected position without required qualifications, the following qualifications are helpful in being prepared to perform the duties of the job:”]

[if appointed: “The following qualifications are preferred [required]:”]

1. Resident of [Town/City] [residency requirement if applicable]

**Education & Experience:**

1. High school graduate supplemented by courses or experience in accounting, business education, clerical work, land use records work and office procedures.
2. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Basic knowledge of State and local laws relating to the duties and responsibilities of [Town/City] Clerks and Assistant [Town/City] Clerks.
2. Ability to rapidly acquire and assimilate knowledge of the provisions of local and State law relating to the operation of the Office and [Town/City] government.
3. Ability to establish and maintain complex files and records systems.
4. Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision.
5. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, residents, and the general public.
6. Ability to relate positively and with courtesy when working with the public or government officials, and to discreetly process sensitive information.
7. Skill in the use of computers, including [insert specific software].

**Additional Eligibility Requirements:**

1. Certification as [Town/City] Clerk.
2. Certification as Notary Public within six months.
3. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to **X** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.