

DEPUTY CLERK JOB DESCRIPTION¹

NATURE OF WORK

In the absence of the Town Clerk, this full-time position is responsible for assisting in the directing of the activities of the office of the Town Clerk. Work responsibilities include the preparation and maintenance of all Council records and other official municipal documents, supervision of elections within the town, issuance of various licenses and permits, recording various documents and vital statistics, and participating in the collection of current and delinquent taxes. Work is performed with independence under the direct supervision of the Town Clerk and requires initiative, judgment, and the ability to work effectively and independently with the public and other officials. The position also performs a variety of routine and complex clerical, secretarial work, typing, filing, works with and greets the public, answers telephones, works at the counter and registers vehicles and collects registration fees, and assists with the compilation of the annual report. This position performs all duties as required by town charter and State Statute.

This is a professional, managerial position providing assistant supervision to the town office staff, which includes, but is not limited to the Deputy Treasurer/Tax Collector, Counter Clerks, and any temporary, part-time employees who may be assigned to work within the town office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In the absence of the Town Clerk, serves as deputy custodian of official town records and public documents; performs certification and recording for the town as required on legal documents and other records requiring such certification seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring city certification; catalogs and files all city records.

In the absence of the Town Clerk, attends regular and special town council meetings; oversees or performs an accurate recording of the proceedings, preparation of the minutes with proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested.

Serves as Deputy Registrar of Voters and assists conducting all local, state, and federal elections and performing all such related duties. Issues various licenses such as marriage, hunting, fishing, and dog licenses, and maintains all records in relation thereto. Assists with maintaining records of births, deaths, marriages, and sends periodic reports to the State of Maine Office of Vital Statistics.

¹ Adopted April 14, 2008, Effective May 14, 2008.

In the absence of the Town Clerk, the Deputy prepares and distributes agendas, supporting materials, minutes and records of meetings. Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.

In the absence of the Town Clerk the Deputy prepares and advertises meeting agendas, bid and other advertisements, and legal notices of public hearings and special meetings. Administers oath of office to public officials. Serves as a notary public. Provides public records and information to citizens, civic groups, the media and other agencies as requested. Performs related duties as may be required and directed from time to time.

The following projects are intended to provide an example of what types of special and routine tasks are required of the Office Manager and the Deputy in the absence of the Town Clerk:

- Shall maintain a level of training and employee development among staff to increase productivity and to enable the staff to perform their job functions with a high degree of proficiency.
- Shall coordinate staffing levels as required by managing vacations, time off, absences, vacancies, etc.
- Conducts regular staff meetings aimed at keeping employees informed of policy changes, performance issues, customer service enhancements, operation changes, etc.
- Shall conduct semi-annual and annual performance evaluation of all office staff and establish goals and objectives for employees to meet and to improve.
- Shall be responsible for implementing customer service training.
- Shall manage the daily operations and make changes as necessary to meet current expectations, available resources, or general improvements.

In the absence of the Town Clerk, this position oversees and is responsible for the performance of the town office staff and for implementing measures of accountability to ensure and maintain a properly trained staff for above average performance and results. This position is responsible for keeping and maintaining a professional work environment. This position shall deal with all conflict resolution, personnel issues, scheduling, payroll, training, employee development, employee recognition, and discipline etc., arising from the staff.

PERIPHERAL DUTIES

Attend seminars and workshops related to Town Clerks' duties and responsibilities. Assists in the preparation of ordinances and resolutions as directed. In the absence of the Town Clerk, accepts claims for damages and other legal papers served on the town.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent, college, or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field; and

- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible managerial experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration, working knowledge of human resource administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure; Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of the Town Clerk.
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisor, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.

SPECIAL REQUIREMENTS

- (A) Must be bondable;
- (B) Valid State Driver's License, or ability to obtain one; notary public certification within six months.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; numeric calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, uses hands and fingers to handle, or operate objects, tools, or controls; and reaches with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

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.