



TOWN OF HOPKINTON

HUMAN RESOURCES DEPARTMENT

TOWN HALL
18 MAIN STREET HOPKINTON, MASSACHUSETTS 01748

Position Title: Town Clerk	Union Position: No
Department: Town Clerk	HRS/Week: 40+

Position Summary: The Town Clerk performs professional, administrative and supervisory work in conducting all elections, registering voters, recording and issuing vital records, conducting the town census, maintaining official municipal records, issuing various licenses and documents, and serving as a source of public information on a wide variety of subjects relating to the town. The Town Clerk is responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. The hallmark of this position relies on flexibility to meet the needs of the community.

Principal Responsibilities:

1. Exercises independent judgment and initiative in the planning, administration and execution of the department's services, in the application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws. Works in accordance with all applicable Massachusetts General Laws and town bylaws.
2. Serves as Chief Election Official. 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. Works with candidates and political organizations to ensure that campaign practices comply with election laws and regulations. Recruits, trains, schedules and supervises election workers. Supervises the set up of polling locations. Prepares and certifies official election results and related reports.
3. 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. Certifies town actions, documents and compliance with legal time requirements; follows appropriate statutory criteria for changes and documentation and access to certain vital records. Maintains, files, and issues business certificates. Receives, certifies, and records various legal documents.
4. Manages town Voter Registration activities in conjunction with the Board of Registrars; serves as Clerk of the Board. Issues press releases and general information regarding voter registration activities and schedules. Schedules registration sessions according the state statutes. Prepares all materials necessary for election polls and needs of the public.

Training, Special Licensure/Certification Requirements:

- Computer literate with proficiency in MS Word, MS Excel and MS Outlook.
- Notary Public status.
- Commission to qualify public officers required.
- Passport acceptance agent.
- May serve as Justice of the Peace pursuant to the requirements of *M.G.L. c.222, §1 et seq.*

Contacts (boards & committees, vendors, general public, etc.):

Communicates with town departments, boards and committees, local state and federal agencies, vendors and the general public.

Supervisory Responsibility (Include Positions Supervised): Directs, oversees and evaluates the work of the Assistant Town Clerk, and other paid and volunteer staff as required.

Responsibility for Operating Budget: Yes

Primary Physical Requirements:

*Use **F** for Frequently, **O** for Occasionally, **R** for Rarely, **N** for Never

Primary Physical Requirements

LIFT up to 10 lbs.: F

LIFT 10 to 50 lbs.: O

LIFT over 50 lbs.: R

CARRY up to 10 lbs.: F

CARRY 10 to 50 lbs.: F (Frequently up to 30 lbs)

CARRY over 50 lbs.: O

Other Physical Considerations

Twisting: O

Bending: O

Squatting: O

Kneeling: O

Crouching: O

PUSH/PULL: O

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Total Hours

Sit: 6

8

Stand: 1.5

Walk: .5

WORK SURFACE(S)

Desktop/Computer Table F

Stationary & Rolling Office Chair F

Carpeted & Linoleum Floored Offices F

Stairs and Elevators F

Summary of Occupational Exposures:

Employee is regularly required to stand, walk, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, election ballots, etc. Vision and hearing at or correctable to normal ranges.

Video Display Terminals, calculator, Telephones, Office machines and Personal Computers.

Environment:

Inside: 100 %

Outside: 0 %

Principal Responsibilities: (Cont'd.)

5. Manages the preparation of the annual town Street Listing; designs forms and instructions; contracts with printers; supervises data entry personnel; develops and implements procedures to ensure quality control of a variety of databases; maintains State Central Voter Registration computer program to produce all Census-related reports.
6. Responsible for accurately recording all actions taken at Town Meetings. Assists the Town Moderator at Town Meetings. Maintains official Town Meeting votes and records. Files Town Meeting actions with the Attorney General and the Department of Revenue. Responsible for maintaining the Town General and Zoning Bylaws when amended and approved by the Attorney General.
7. Responsible for developing databases in support of department operations.
8. Serves as public information resource; Posts and maintains records of all public meeting postings; Imparts information in regard to Open Meeting Law, Conflict of Interest Law, and Public Records Law, and administers the oath of office to town officials and committee/board members. Supervises office staff in responding to customer requests for public information on all department operations and functions.
9. Responsible for the maintenance, disposition, and long term Preservation of the Records and for advising town departments, boards, and commissions about records management practices. Responsible for the organization, preservation, and public access to town archives.
10. Has direct supervisory responsibility for employees and various election officers. Sets department policies and procedures. Participates in hiring of staff, provides daily direction, prepares employee goals and objectives, counsels and disciplines staff consistent with town and department policies.

Required Education & Experience:

- Bachelor's degree in business, public administration, or related field & five years of progressively responsible administrative and supervisory municipal/public sector experience or any equivalent combination of education and experience.

Skills, Knowledge and Abilities:

- Excellent organizational skills as well as the ability to communicate effectively using both verbal and written methods; ability to effectively deal with customers in a courteous and tactful manner; ability to establish and maintain good working relationships with all stakeholders.
- Thorough working knowledge of local, state, and federal laws, regulations, and procedures relating to the duties and responsibilities of a Town Clerk.
- Thorough understanding of municipal systems and related statutes, policies and procedures; familiarity with election processes; thorough knowledge of office procedures, practices and terminology.
- Ability to work with a high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.

Position Title: Town Clerk

APPROVALS

<u>Department Head</u>	<u>Date</u>
<u>Town Manager</u>	<u>Date</u>
<u>Union Steward, if applicable</u>	<u>Date</u>
<u>Human Resources Director</u>	<u>Date</u>

Note: The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.