

Job Title: Town Clerk**May 2014**

- The Town Clerk is a full-time elected official with a 3-year term, accountable for the direction, administration and operation of the functions and duties of Town Clerk as set forth by the Vermont State Statutes and the Town of Charlotte. Performs a variety of highly responsible functions in accordance with state statutes and local bylaws requiring the exercise of considerable judgment and discretion in interpretation and application.
- Operates computer, calculator, telephone, facsimile machine, typewriter and postage meter.
- Makes regular contacts with the public, other town departments/boards/committees, political candidates, other municipal Town Clerks and state governmental officials. Contacts are by phone, correspondence and in person.
- Has access to confidential information such as restricted vital statistic records, personnel records, restricted 911 address records, requiring the application of appropriate judgment, discretion and professional protocols.
- Errors could result in delay, loss of services, have legal and/or financial repercussions and cause adverse public relations for the department as well as the town.

Duties:

- Public records official responsible for recording, verifying, routing and maintenance of official records, documents, maps, vital statistics, business and legal records.
- Maintain vault and implement capital improvements as necessary, work with archivist to inventory and preserve town records.
- Review and implement new legislation concerning the functions of the office.
- Prepare annual report for the Town Clerk for the Town Report.
- Prepare and oversee the budget for the Town Clerk's office. Requisition of all office supplies and equipment, as needed.
- Custodian of town records and issues certified copies of the same; records and issues certified copies of births, deaths and marriages; submits reports to state and other authorities as required. Assists public in genealogy research, using such records.
- Compile and maintain voter registration lists and campaign finance records.
- Chief elections officer for town responsible for the administration of local, state and federal elections; certify petition signatures; set up and supply poll location; supervise and instruct election workers; prepare ballots for Town elections; arrange for application, mailing and return of absentee ballots for all elections; certify nomination papers; supervise ballot counting; record election results and transmit results to state; receive and process petitions for recount; conduct recounts as necessary; maintain custody and maintenance of ballot boxes; and receive, review and file statements of campaign finances.
- Administer oath of office to all elected town and school officials.
- Clerk for the Boards of Civil Authority and Tax Abatement. Receive appeals, warn meetings according to statutory deadlines, record and take minutes of the board meetings, prepare, record and issue final decisions of the board to board members and property owners.

- Notarize and certify public and private documents as requested.
- Process and issue marriage licenses, dog licenses, car registrations, hunting and fishing licenses and Green Mountain Passports.
- Approve and register Caterer's and Liquor Licenses.
- Issue and accept payments for Great Escape, Bromley and Six Flags discount tickets for Recreation Committee. Issue and accept payments for T-shirts, calendars and books for the Monument Landscape Committee.
- Maintain cash receipts journal with accounting for all revenues collected from all town departments; monies turned over to the Treasurer weekly or as frequently as necessary.
- Act as a liaison for the public. Assist people with filing of necessary forms and documents; respond to a variety of inquiries and questions.
- Provide professional assistance to customers of the department, including members of the public, town staff, vendors, etc. Greet visitors, answer phones, explain office procedures and resolve questions and problems related to the operation of the department.
- Maintain database for 120 Thompson's Point leases. Notify leaseholders of change in appraisal of land values and date of lease renewals. Prepare termination and new lease documents for attorneys at time of sale.
- Supervise Assistant Clerk/Treasurer and election workers. Develop job directions, assigns tasks, provides instruction and evaluates personnel performance.

Knowledge, Ability & Skill:

- Knowledge of local, state and federal statutes and regulations applicable to the duties of the Town Clerk's office. In depth knowledge of town operations.
- Working knowledge of office equipment and the operation of computer software applications.
- Ability to interact effectively and tactfully with a wide variety of individuals including customers, coworkers, outside professionals and members of the public.
- Ability to communicate effectively in written and oral form.
- Ability to supervise, delegate and lead subordinates effectively.
- Ability to establish and maintain complex recordkeeping systems.
- Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure and deadline requirements.
- Ability to operate standard office equipment.
- Ability to exercise independent judgment in conducting duties and responsibilities.
- Excellent customer service, communication and interpersonal skills. Skill in operating computers and utilizing appropriate software applications.
- Excellent organizational skills.

Physical Requirements:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist customers in the office or on the phone.
- May spend extended periods of time at computer, on telephone or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records up to 40 lbs.