



37.5 hours	Town Clerk	Job Description	
Direct Report	Administrative Services Director	Grade	I
Department	Administrative Services	FLSA	Exempt
Division	Town Clerk	Bargaining Unit	Non- Union
Date	September 2014	Location	Town Hall

Summary

Responsible for the day to day operations of the Town Clerk Division, including performing a variety of routine and complex professional, administrative, and technical functions in the administration of the Town government. Provides customer service to the public and administers various licenses, permits, records, vital statistics, etc.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serves as the Chief Election Official and Registrar of Voters on the Board of Registrars. Arranges all details of all local, State, and Federal elections in accordance with all requirements of the Secretary of State's office. Processes and maintains all voter registration data and election related documentation.
2. Arranges for the Annual Census, and prepares and maintains the Street List and Jury List. Also serves as Federal Census Liaison. Processes and maintains census data.
3. Serves as the custodian of official Town records and public documents and the Keeper of Town Seal. Performs certification and recording for the Town as required on legal documents and other records requiring such certification. Seals and attests by signature to Bylaws, resolutions, contracts, easements, deeds, bonds, or other documents requiring Town certification. Catalogs, files, and maintains all Town records.
4. Attends regular and special Town Meetings and serves as Town Meeting Coordinator. Oversees or performs an accurate recording of the proceedings, including preparation of minutes using proper legislative terminology, recording, indexing, and filing for the public record. Distributes postings for all public meetings and distributes minutes as required or requested.
5. Administers the vital statistics function of the community. Processes, maintains, and is responsible for birth, death, marriage, adoption, and other vital statistics licenses and certificates. Serves as Justice of the Peace and performs marriage ceremonies.
6. Administers the issuance of many municipal licenses and permits, including business (DBA), animal, various regulatory licenses as assigned, cemetery deeds, flammable storage, raffle and bazaar, etc. in accordance with applicable Town Bylaws and other regulations. Processes and maintains all related records.
7. Processes and maintains all bylaw violations, including unlicensed dogs. Collects and processes fees.
8. Serves as ADA (American with Disabilities Act) Commissioner for the Town.
9. Maintains current knowledge of Mass General Laws, Town bylaws, and the Reading Home Rule Charter as relates to position duties, and trains staff in necessary information.
10. Processes and maintains records for the Zoning Board of Appeals (ZBA) and the Community Planning and Development Commission (CPDC).
11. Maintains many State level programs.
12. Serves as Notary Public and notarizes documents for the Town and the public.
13. Creates policies and procedures for all Town Clerk tasks, updating regularly to increase efficiency and productivity.
14. Processes and maintains Pole Hearings.
15. Maintains and administers Laserfiche.

Peripheral Duties

1. Performs other duties and works on special projects as assigned or directed.

Supervisory Responsibility



Town Clerk, Cont.

1. Provides direct supervision to the Assistant Town Clerk and various department Clerks. Occasionally supervises seasonal employees, contractors, and volunteers. Supervisory responsibilities including interviewing and selection, training and development, counseling and discipline, scheduling, terminating, evaluating performance, and recommending pay increases. Responsible for operating and capital budget of \$50,001 to \$250,000.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Problem Solving	Planning & Organizing
Technical Expertise/Knowledge Supervision	Discernment/Judgment	Customer Service

Work Environment

The majority of work is performed in an office environment. The noise level is usually quiet to moderate.

Physical Demands

While performing the duties of the job, the employee is frequently required to stand, walk, talk, sit, and hear. Standing for long periods of time occasionally required. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input, and the operation of equipment. The employee must occasionally climb ladders and lift and/or move up to 10 pounds for moving boxes and equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus for reading and viewing maps, blueprints, and other material for analytical purposes.

Work Hours

This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings and hours covering elections are required.

Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in a related field; and
2. Minimum of three (3) to five (5) years of progressively responsible, related experience, including some supervisory experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
4. Master's Degree in Public Administration preferred.

Special Requirements

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment;
2. Notary Public certification required within six months of the date of appointment;
3. Must be bondable;
4. Must be a resident of the Town of Reading;
5. Ability to obtain Certified Massachusetts Municipal Clerk (CMMC) and Certified Municipal Clerk (CMC) status.

Additional Knowledge, Skills and Abilities



Town Clerk, Cont.

1. Extensive knowledge of the principles and practices of modern public administration, including applicable laws, codes, and regulations;
2. Extensive knowledge of office practices and procedures;
3. Thorough knowledge of modern records management techniques, both paper and electronic, including legal requirements for recording, retention, and disclosure;
4. Excellent customer service skills, including the ability to deal effectively and tactfully with difficult customers;
5. Ability to communicate effectively, orally and in writing;
6. Ability to establish and maintain effective working relationships with Town employees and officials, supervisors, other governmental agency representatives, State and local officials, and the general public;
7. Skill in the operation of computers and assigned software, including Microsoft Office, Acrobat, Softright, Laserfiche, Munis, State VIP, State VRIS, State Gateway, VPN, and Website Programming.
8. Ability to maintain accurate, detailed records;
9. Excellent organizational and multi-tasking skills and ability to work in a fast-paced environment with multiple interruptions and deadlines;
10. Ability to maintain confidentiality;
11. Skill in the operation of all required office equipment, including election machines.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____