**Purpose:**Performs responsible administrative, customer service and recordkeeping work assisting the Town Clerk in maintaining official municipal records and conducting elections and other functions of the office. Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Receives and processes vital records, births, marriages, and deaths. The process includes data entry to permanent record books, monthly reports, marriage intentions and licenses, genealogical research and generation of certified copies as requested.

Processes census information, including phone and mail contact to reach non-respondants. Compiles annual street lists from updated information for distribution to Town and School Departments.

Issues dog licenses in person and by mail. Maintains and updates required information such as rabies expirations and spay/neuter. Creates information lists for Animal Control Officer as needed.

Assists the Town Clerk with election/meeting preparations including voter lists, ballots, regular, absentee, and early, tally sheets, election supplies/materials. Posts election/meeting results information. Prepares appointed/Elected Official lists as well as Oath Administration records.

Issues business certificates, renewals, and discontinuances. Processes renewal letters as required. Maintains computer and written files for each. Issues raffle permits and submits information to the State.

Prepares campaign and political finance reports at appropriate intervals for all candidates. Prepares and sends yearly ethics 2nd Open Meeting Law information. Maintains receipts and confirmation file for all individuals.

Balances counter transactions – fees, licenses, vitals requests, fines, etc., and submits to Treasurer on a timely basis.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Supervision Scope:* Work is performed in accordance with established rules, regulations, and policies to complete assigned tasks; some tasks are performed independently.

*Supervision Received:* Work is performed under the supervision of the Town Clerk.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School diploma or equivalent; two years of office experience and working with the public or any equivalent combination of education and experience.

*Knowledge:* Thorough knowledge of office practices and procedures, and administrative record keeping. Working knowledge of computers with the ability to work with a variety of software packages such as word processing, spreadsheet, and database programs.

*Abilities:* Ability to communicate effectively both verbally and in writing. Ability to work independently. Ability to organize files and records. Ability to interact tactfully and appropriately with the general public. Ability to understand and explain procedures.

*Skill:* This position requires excellent communication, interpersonal and organizational skills. High attention to detail skills. Aptitude for working with numbers and details. Proficient

computer skills utilizing a variety of software applications including Microsoft Office. Excellent customer service skills.

Physical Requirements:

*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.*

Minimal physical effort is required to perform duties in typical office conditions. Frequently required to stand, walk, sit, speak, and hear, use hands to operate equipment, and reach with hands and arms. May move objects occasionally weighing up to 30 pounds. Must be able to communicate. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Work is performed under typical office conditions. Work is subject to cyclical activity, such as elections, census input and issuance of dog licenses. Work environment is moderately noisy.
* Operates computer, calculator, copier, facsimile machine, telephone, and other standard office equipment.
* Makes frequent contacts with the public, state agencies, town departments, funeral homes, veterinary offices, and voters at the polls and in the office. Contacts involved are made by telephone, in person, or by email.
* Employee has access to confidential information relating to birth records and varied personal information.
* Errors could result in considerable delays or loss of service and have possible financial and/or legal repercussions.

*(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.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*