

Town of Provincetown, Massachusetts
Town Clerk Job Description
Non Union – Grade 12

Definition:

The purpose of this position is to provide administrative and supervisory work in the administration of federal, state and local statutes, the maintenance of official municipal records, the issuing of various licenses and documents, and the administration of fair and accurate elections; all other related work as required. The Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Works under the policy direction of the Town Manager, in strict accordance with applicable provisions of the local ordinances, Massachusetts General Laws, and federal laws.

Performs a variety of highly responsible functions in accordance with state statutes and town charter and by laws, requiring considerable independent judgment and discretion in the interpretation and application of laws, regulation and procedures.

Supervises one full-time employee, on-call election workers and volunteers.

Job Environment:

Work is performed under typical office conditions and at polling locations. Occasional evening and weekend work is required to provide services for early voting, elections and Town Meetings. Work load may vary depending on scheduled events.

Makes regular contact with the public, town departments/boards/committees, and state agency officials. Contacts are by phone, correspondence, email and in person and require strong customer service skills.

Has access to department-oriented confidential information such as restricted vital statistic records, information from executive session meetings, and personnel records.

Errors could result in delay and confusion, have legal repercussions, and cause adverse public relations.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Chief Election Official: Includes oversight of all Town elections and Town Meetings; voter registration and maintenance of the voter registration roll; annual street listing/census; certification of local and state election.
- Vital Records Custodian: Maintain all vital records for the Town including birth, marriage, and death records/
- Chief Record Access Officer: Responsible for the fulfillment of public record requests in accordance with State Public Records Laws. Gathers documents, oversees, delegates responsibilities, and verifies fulfillment of requests to all other town departments when requests are received. Responsible for creating fee estimates when necessary and utilizing assistance from Town Council when appropriate.
- License/Permit Issuance: Provide a variety of licensing and business services including marriage, dog, shellfish, business certificates and raffle permits. Collects, records, and accounts for associated fees.
- Agenda and Public Notice Postings: Responsible for posting all agendas and public notices for the Town in accordance with the MA Open Meeting Law requirements, including legal advertising through local newspapers.

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- Town Meeting Decision Custodian: Maintain all Town Meeting decisions in database. Responsible for submitting Town Meeting decisions and associated paperwork to Attorney General and others, as needed.
- Cemetery Records Trustee: Maintain all cemetery records for the Town cemeteries. Responsible for the sale of lots and for scheduling burials. Also designated as burial agent for the Town.
- Manage Municipal Archive Program: Maintains archives in different locations throughout the Town. Oversees Municipal Record Retention schedules for departments.
- Manage History Preservation Project: Maintain website and oversee volunteers for the community-driven effort to preserve and protect historic materials and artifacts in the Town care through digitization and conservation.
- Prepares annual Town report, including the Town Clerk's report.
- Maintains copies of deed of town-owned property, accepted street, unaccepted streets, etc. Assists the public in genealogical searches. Maintains minutes of meetings and hearings of boards/commissions as well as plans submitted to different board/committees and permits/variances granted.
- Keeps the general code for the town in order; records code changes; researches and documents changes in bylaws and zoning.
- Serves as local Registrar of Vital Records & Statistics. Registers, indexes, maintains, and certifies vital records, including births, deaths, marriages; issues related licenses and collects fees. Types certified copies of records. Determines whether statutory criteria have been met for changes in and access to certain vital records.
- Serves as State Ethics Liaison, maintains state ethics training requirements for all Town employees and volunteer board members in accordance with MA State Ethics Commission.
- Records UCC's. Maintains, files, and issues business certificates. Receives, certifies, and records various legal documents including contracts, agreements, leases, bonds, takings, deeds, and all other papers and documents.
- Develops department budget. Oversees the preparation of payroll and bill warrants; ensures that the systems for records of expenditures and receipts is functioning properly and efficiently.
- Swears in all Town employees and board members and maintains appointment certificates and history.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications

Education and Experience:

Associates or Bachelors desired; 5 years of progressively responsible experience in an office setting, experience in a municipal government setting including experience in records management and dealing with the public desirable; or any equivalent combination of education and experience. Commissioned as a Notary Public or willingness to be commissioned upon appointment to the position.

Knowledge, Ability and Skill:

Working knowledge of state, local and federal statutes and regulations applicable to the duties and responsibilities of a town clerk.

Working knowledge of the operations and procedures of local government. Ability to apply statutes and precedents to current problems.

Ability to supervise support staff in an effective and harmonious manner. Ability to deal tactfully and appropriately with the general public. Ability to establish and maintain working relationships with city officials and departments, and state agencies. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex record keeping systems.

Skill in operating computers and MS Office products.

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Physical Requirements

Minimal physical effort generally required. Ability to operate a keyboard and view computer screens for extended periods of time. Position requires standing and walking for long periods of time at polling places during elections.