Town of

AMHERST *Massachusetts*

HUMAN RESOURCES DEPARTMENT
4 BOLTWOOD AVENUE
AMHERST, MA 01002-2302

humanresources@amherstma.gov
413 259-3009; FAX 413 259-2418
Director: Kay Zlogar
zlogark@amherstma.gov

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PLEASE POST

TOWN CLERK

The Town of Amherst is seeking qualified applicants for the position of Town Clerk. Responsible for duties established by state statute including, but not limited to, recording Town Meeting actions, swearing in elected and appointed officials, overseeing elections, maintaining voter lists and records of vital statistics. Must be knowledgeable about statutory requirements as well as appropriate record keeping methodologies and technologies. The successful candidate must have excellent interpersonal and communication skills. Apply by **April 21, 2006** to Human Resources, Town Hall, 4 Boltwood Avenue, Amherst, MA 01002. Application available at **www.amherstma.gov** Amherst is proud to be an EEO/AA employer and encourages women and minorities to apply.

POSITION DESCRIPTION

Non Union Level K
Town Clerk

Job Summary

Manages the staff and operations of the Town Clerk's office. Responsible for development, implementation and maintenance of record keeping systems that respect statute and ensure security of official town records. Serves as chief election official and works with the Board of Registrars to manage the voter registration and election process. Oversees production of the annual local street listing and serves as liaison between the state and town during the decennial reprecincting process.

Supervision Received

Performs duties under the broad supervision of the Director of Administration and Finance and the Town Manager. Exercises considerable independent judgment and performs regular duties within applicable state and local laws, policies, and procedures.

Supervision Exercised

Supervises the staff of the Town Clerk's Office and all other individuals involved in the election process.

Major Duties

1. Serves as Clerk of the Board of Registrars and manages voter registration and election processes, including compilation of annual register of voters and resident listing, certification of petitions and nomination papers and holding of recounts for elective offices or questions. Recommends to the Board of Registrars the appointment of wardens, poll workers and other election staff as needed.

2. Works with appointed task force to reprecinct the town as periodically required, supervises the maintenance of local records in the state voter database, oversees the production and submission of annual list of prospective jurors, ensures the security and accessibility of equipment and facilities for voting, conducts annual election worker training sessions; certifies election results and reports official results to the state.

2. Develops, implements and manages record retention and archival systems to ensure that official records are maintained in a safe, efficient and cost effective manner; provides departments, boards, committees and others access to a variety of public records in electronic or printed form.

3. Serves as custodian of official town records and public documents; receives resignations of town officers and board and committee members, notices of injury, tax leins, etc.; certifies legal and other town documents as required; seals and attests by signature to bylaws, vital records, resolutions and contracts, deeds, bonds and other documents requiring town clerk certification.

4. Attends and records actions taken at regular and special town meetings; prepares an official record of the proceedings; supervises the indexing, filing, and distribution of copies as required. Submits adopted bylaws to the Attorney General for approval; forwards town meeting resolutions to appropriate parties.

5. Administers oath of office to elected and appointed public officials and maintains record of oath.

6. Manages and supervises departmental operations to achieve objectives, utilizing available resources; plans and organizes staff assignments and workloads; trains, motivates and evaluates assigned staff; prepares and manages annual budget, communicates regularly and coordinates activities with other departments.

7. Administers the issuance or recording of municipal licenses, including business, fisheries and wildlife, dog and various other regulatory licenses as required, in accordance with applicable town

bylaws and state regulations. Serves as local vital records registrar, burial permit agent, passport acceptance agent and notary public.

8. Performs other associated duties as assigned.

Desired Minimum Qualifications

Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field, and at least two(2) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Working knowledge of the principles and practices of effective public administration; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure. Skill in operation of listed tools and equipment. Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively both verbally and in writing; ability to plan, organize and supervise assigned staff.

Special Requirements

Must be bondable; must be trained and certified as a passport acceptance agent and obtain notary public commission within six months.

Tools and Equipment Used

Personal computer, including word processing, spreadsheet and database software; telephone, typewriter, adding machine, copy machine, fax machine.

Physical Demands

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk. The employee is frequently required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally an office setting and the noise level in the work environment is usually quiet to moderate

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.