

Position Title: Town Clerk
Reports to: Town Administrator
Hours: 35
Date: November 18, 2021
Salary: Starting Pay \$85,000-\$90,000

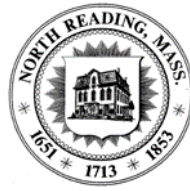
Position Summary:

Supervises and oversees the functions of the Town of North Reading's Town Clerk's Office. Acts in the following official capacities: Custodian of Town records; Chief Elections Officer; Chief Public Records Access Officer; Registrar of Vital Statistics; Federal Census Liaison; Liaison to the AG's Division of Open Government; Maintains and ensures compliance with all applicable local, state and federal statutes. Position requires interface and assistance to the public, other departments and various State Agencies. Position will also be responsible for continuing the Town's efforts to expand electronic access to public records. This position reports to the Town Administrator.

Knowledge of Town Clerk's Office operations and responsibilities and pertinent Federal and Mass General Laws, the Town Charter and Code desirable; knowledge of records management practices and efficient office management practices; ability to communicate effectively verbally and in writing; ability to maintain effective working relationships with staff, the public, Town officials and other Town departments; proficiency with computers and Microsoft Office required.

Essential Functions:

- Supervises the office staff and Election workers; provides direction, guidance, and training as necessary.
- Acts as custodian of all Town records including actions, filings and minutes of boards and committees. Assures compliance with records management principals and schedules to provide a legal and historically accurate record of Town actions; process by-laws and actions of Town Meetings with appropriate State officials; overseas codification of by-laws, special acts and general law acceptances into municipal code.
- Issues: dog licenses, marriage licenses, business certificates, raffle and bazaar permits, flammable storage certificates, certificates of residency.
- Serves as the registrar of the Town's vital statistics: recording births, deaths, and marriages; oversees the administration and maintenance of indexes of associated vital records and certificates; reports monthly statistics to the State; files amendments to vital records; corrects and amends records in accordance with court actions for birth and adoption records; process and maintain vital records in the State Vitals Information Partnership System.
- Manages the process of conducting the annual Town census mailings; prepares annual street listing; acts as liaison for the Federal Census; and performs a variety of related duties as needed.
- Prepares the annual town report for the Town Clerk's Office and Board of Registrars.
- Acts as Chief Election Officer and Clerk of the Board of Registrars; arranges all details of local, state and federal elections; process and maintain voter registration records; process and certify nomination papers and initiative petitions; process absentee and early voting ballot requests; coordinate and conduct all in-person early voting sessions; prepare warrants for all elections and ballots for local elections; coordinate the annual appointment of election officers and poll workers; arrange the physical set-up of the polling locations and manage on-site activities during all elections; record and report election results to the Secretary of State through the State Voter Registration Information System, post on the Town's website and report to media agencies as requested; conduct election training every year for all election workers. Maintain regular contact with State officials, the Office of the Attorney General and other State and local agencies as necessary.
- Maintain the Town Clerk's website and the Board and Committee membership website to be current.



- Facilitates Town Meeting preparations including facilities and staffing; record minutes of Town Meetings and process appropriate filings with the Attorney General's Office and other State agencies as required.
- Oversees local campaign and political finance filings for local candidates: review candidate filings; monitor changes for elected local officials; provide assistance to candidates and elected officials as needed.
- Administer oath to all Town elected officials and appointees, and disseminate State Ethics and Open Meeting Law guidelines to all municipal employees.
- Acts as Town's Posting Clerk for all meeting notices and public hearings to the Town's website and primary bulletin board, and monitors compliance with the State's Open Meeting Law guidelines.
- Prepare and manage department's annual budget and capital requests; prepare weekly timesheet submittals for department, and process weekly department bills as needed.
- Serves as the Town's Primary Public Records Access Officer and coordinates with Department Public Records Access Officers and other personnel as needed to provide assistance and ensure timely responses to all Public Records Requests.
- Coordinating and expanding Electronic Records Access
- Work evenings / early mornings / weekends as needed for elections and town meetings to ensure compliance with all laws pertaining to each.
- Performs other duties as required under statute, as assigned or requested. Assumes additional responsibilities as required or necessary.

Minimum Qualifications

- Bachelor's degree in business, public administration, or a related field and six (6) years of progressively responsible experience in public administration, records management, office management, or a related field; or any equivalent combination of education and experience.

Special Requirements

- U.S Citizenship
- Must be bondable
- Must be a Massachusetts registered voter
- Valid Mass State Driver's License or be able to obtain one
- Notary Public Commission or obtain within six (6) months
- Must become a Certified Massachusetts Municipal Clerk within 5 years of first appointment as a Town Clerk.

Application and Resumes should be emailed to jobs2@northreadingma.gov

EOE