



TOWN CLERK'S OFFICE

TOWN OF MONTAGUE
One Avenue A
Turners Falls, MA 01376
413-863-3200 Ext. 203

Debra A. Bourbeau
Town Clerk

Kathern F. Pierce
Asst. Town Clerk

JOB OPENING

ASSISTANT TOWN CLERK

The Montague Town Clerk seeks a qualified candidate for the position of Assistant Town Clerk. The position provides administrative support duties to the Town Clerk. The Assistant Town Clerk assists in preparing for elections as well as maintaining official municipal records, issuing permits, certifications, licenses and confidential information. In the absence of the Town Clerk, the Assistant Town Clerk has all the responsibility of the Town Clerk.

Educational Requirements: Must have an Associate's Degree and 3 to 5 years' experience, or an equivalent combination of education and experience. Municipal experience is preferred.

Ability: Must be able to communicate effectively verbally and in writing with excellent customer service and interpersonal skills. Must have computer skills for word processing, spreadsheets and databases and be able to learn department specific software programs and website updating.

Physical Requirements: Candidates must be able to lift at least 30 lbs. and occasionally more when moving election equipment. It is sometimes necessary to stand or sit at a keyboard for extended periods of time. Some long day/late evenings are required for election related events.

Wages: This is a full-time union position with benefits. Grade D wage scale is \$22.60 to \$23.74 in the Town of Montague Employees' Association.

Please send cover letters and resumes to: Town Clerk, 1 Avenue A, Turners Falls, MA 01376 or assttownclerk@montague-ma.gov. Applications will be accepted until the position is filled. Montague is an EEO/AA.

**TOWN OF MONTAGUE
JOB DESCRIPTION**

POSITION TITLE:	Assistant Town Clerk	DATE:	May 2021
DEPARTMENT:	Town Clerk's Office	GRADE:	D
REPORTS TO:	Town Clerk	FLSA:	Non-Exempt

Statement of Duties

The Assistant Town Clerk, by statute, is appointed by the Town Clerk and is legally responsible and authorized to act as "Town Clerk" in the absence of that official in accordance with Massachusetts General Law Chapter 41 Section 19. Employee performs administrative and responsible clerical duties which includes, but is not limited to, assisting the Town Clerk in retaining official municipal records, vital statistics, town census, issuing licenses and permits, and other official documents, collecting payments, administering fair and impartial elections, and providing information to the general public and town departments. The Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision/Guidance Received

Exercises judgment and initiative in the planning, administration and execution of the department's services in the application of laws, regulations and procedures. Works under the direction of the Town Clerk and in accordance with all applicable Massachusetts General Laws and Town Bylaws. Functions independently referring specific problems to the Town Clerk where clarification of policy or procedure is required. Works cooperatively providing guidance and direction to other departments and may supervise election workers and volunteers. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed

Job Environment

Work environment is busy with frequent interruptions from the telephone, general public and other departments. Assistant Town Clerk is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation. Employee plans and prioritizes work in response to the nature of the transaction and/or the information involved, or sought, in a particular situation. Has access to confidential records and information; is bound by a signed confidentiality clause. Is required to work outside of normal business hours and/or on weekends during predicted cyclic or seasonal periods. Errors can result in a delay of service or legal repercussions.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

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Essential Functions

1. Assists the Town Clerk in all phases of the work pertaining to the office; acts as Town Clerk in the absence of the Town Clerk. Has signoff authority for payroll, purchasing, accounts payable, leases and contracts in clerk's absence.
2. Is the town Records Access Officer, managing software and interdepartmental communication by receiving and providing other town staff with public records law support.
3. Manages and maintains the state VIP system; responsible for all recordings, registrations, and amendments. Indexes and files all town vital records, transmits monthly non electronic vital records to the state Registry of Vital Records and Statistics.
4. Has the lead responsibility managing the state VRIS system. Understands and uses the multifaceted database program.
5. Assists the Town Clerk in preparation of State and Local Elections. Maintains compliance with the Uniformed & Overseas Citizen Absentee Voting Act, Help America Vote Act, Americans with Disabilities Act under the Elections Assistance Commission and Campaign Finance procedures.
6. Manages and maintains the federal UOCAVA process for all elections.
7. Issues a variety of licenses and permits including but not limited to marriages, dogs, kennels, fuel storage, business certificates, raffles & bazaars; ascertains compliance with state and local laws; maintains databases, collects, records and accounts for fees.
8. Responsible for the management and the licensing of all Flammables and Combustibles.
9. Issues birth, marriage and death certificates.
10. Assists and manages the implementation, processing and updating of the annual town census information in accordance with statutory procedure.
11. Records, files and maintains all supporting documents including applications, notices and decisions for the Board of Appeals and the Planning Board. Determines deadlines and creates documents for recording with the Registry of Deeds.
12. Administers the oath of office to all elected and appointed officials in compliance with statutory requirements and maintains database.
13. Provides the public information about town functions and/or directs them to appropriate departments and answers questions about Town Clerk functions.
14. Posts general meeting notices and public hearing notices in accordance with state statutes; maintains notices on Town Hall bulletin board.
15. Assists the public in genealogical and other records research.
16. Attends professional meetings and conferences to develop professional knowledge and familiarity with Town Clerk records, and office management functions.
17. Must be willing to earn Certified Municipal Clerk designation, (CMC).
18. Must be able to be bonded.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have an Associate's degree and 3-5 years of successful prior experience, or an equivalent combination of education and experience.

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Experience in computers, customer service, record keeping, office management or related field highly desirable. Prior municipal experience highly desirable.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- A working knowledge of federal, state and town bylaws pertaining to the operation of a municipal town clerk's office. A Working knowledge of the organizational operations and procedures of local government.

Skill in:

- Ability to conduct and maintain good public relations, customer service and communicate with the public appropriately, tactfully and effectively with discretion.
- Ability to establish and maintain effective working relationships with other employees, departments, municipal boards and committees, state and federal officials and vendors.
- Excellent typing and computer skills required. Ability to prepare routine to complex document and reports utilizing computerized office applications including database management programs.
- Ability to deal effectively with interruptions, often under considerable time pressure and with a high level of accuracy.

And the ability to:

- Ability to understand, follow instructions and to work independently.
- Ability to adapt and respond to changing laws and legislation and communicate these changes to the appropriate parties as needed.

Tools and Equipment Used

The employee operates standard office equipment (e.g., personal computer, telephone, copier, facsimile, and a Class D motor vehicle (passenger car), as well as electronic voting tabulators and related apparatus.

Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Minimal physical effort is required to perform administrative duties;

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The employee is frequently required to stand, walk, sit, speak, listen, hear, and use hands to operate equipment.

The work requires lifting boxes with printed and other materials, office equipment and supplies weighing up to 30 pounds and being able to carry a reasonable quantity of materials from places where they are stored to places where they may be used.

Vision requirements include the ability to read routine documents for analysis and general understanding, and view a computer screen.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Administrative work is performed under typical office conditions with constant interruptions.

Volume of work is subject to seasonal and cyclic variations. The employee is required to work beyond the normal work day during peak periods including nights and weekends, such as during elections.

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.

Approved:

Steven F. Ellis
Town Administrator

Date _____

Board Chair, if necessary

Date _____

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