

TOWN OF EAST MONTPELIER

JOB DESCRIPTION: TOWN CLERK

FSLA Designation: Exempt
Reports To: Town Administrator

Nature and Scope of Position

This is a comprehensive, administrative position that serves as the Selectboard-appointed town clerk for East Montpelier in accordance with the East Montpelier Town Charter (24 Appendix V.S.A. Chapter 114E) and applicable Vermont state statutes.

The town clerk performs technical, administrative, and management work and is responsible for overseeing town functions in the following areas: municipal record keeping; issuance of licenses and official documents; and, conduct of local, state, and federal elections.

This position includes a variety of highly responsible duties that require considerable judgment, discretion, and initiative in the interpretation and application of laws, regulations, and procedures. This is a full-time, exempt position supervised by the East Montpelier Town Administrator and subject to the East Montpelier Personnel Policy.

The town clerk is responsible for the discharge of all duties:

- assigned to the town clerk office by state and federal law;
- assigned to the position by the Selectboard or town administrator; and,
- associated with any other offices to which s/he is appointed by the Selectboard.

Duties and Responsibilities

- Serve as chief election officer of the town and as such: conduct all elections in accordance with state and federal laws; manage registration of voters; direct activities of election volunteers; and, communicate as mandated with the VT Secretary of State.
- Serve as a member of, and clerk to, the East Montpelier Boards of Civil Authority and Tax Abatement.
- Manage recording of all deeds and official documents.
- Manage issuance of necessary documents for, and recording of, all vital statistics (births, deaths, marriages, etc.); serve as registrar of all vital records.
- Serve as custodian of town records; ensure the safety and preservation of all records.
- Ensure accuracy and attention to detail in the management of voter registration, issuance of licenses and certificates, and recording of Property Transfer Tax Returns and other legal instruments; maintain associated records of documentation at the town and state levels.
- Manage the collection and recordkeeping of fees for licenses, recordings, and other documents, as well as for professional research; work with the town treasurer on any required reporting and revenue transfers to the state.
- Ensure good customer service to all professionals and members of the public accessing the services provided in the East Montpelier municipal office.
- Provide the public with accurate municipal information.
- Contribute to town report, website, and East Montpelier Signpost newsletter.
- Routinely participate in workshops, trainings, and other educational opportunities to ensure that the town knows and applies best practices to record and database management, and is aware of and properly handles state mandates and expectations regarding election issues, vital statistics, licensing, and recordkeeping.
- Perform other duties as necessary or requested to ensure the proper functioning of the town government.

Knowledge, Skills and Abilities

- Outstanding people skills and genuine enjoyment in serving the public.
- Ability to work in typical office setting and use equipment such as computers, copiers, fax machines, etc.
- Knowledge of and ability to use best practices and procedures for recording documents and preserving records.
- Thorough knowledge of state statutory provisions relating to the duties and responsibilities of town clerks.
- Ability to maintain accurate and detailed records.
- Knowledge of and ability to use basic computer applications such as Microsoft Word and Excel, as well as NEMRC modules.
- Ability to work consistently as a positive team member.
- Ability to both give and receive constructive criticism
- Excellent written and verbal communications skills

Education, Training and Experience

- Bachelor’s degree in appropriate discipline or equivalent combination of experience.
- Working knowledge of local government.
- Management experience in a professional / office environment.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and or move up to 25 pounds.

The above information is intended to describe the general nature of the Town Clerk position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, with or without notice, at any time. This job description is neither an employment contract nor a promise of work for any specific length of time.

The Town of East Montpelier is an Equal Employment Opportunity employer.

Approved: East Montpelier Selectboard, July 24, 2017

I HAVE READ THE ABOVE DESCRIPTION OF MY JOB AND UNDERSTAND MY DUTIES.

Employee Signature

Date

APPROVALS:

C. Bruce Johnson, EM Town Administrator

Date

Seth Gardner, EM Selectboard Chair

Date