

# **Town of Sullivan**

## **POSITION DESCRIPTION**

### **Town Clerk**

#### **Nature of Work**

The Town Clerk reports to the Town Manager. This is a varied clerical and secretarial position which involves significant public contact while issuing licenses, collecting monies as well as compilation of record and reports. Work is performed under the general supervision of the Town Manager and the Treasurer in accordance with Town, State and Federal laws.

The Town Clerk duties consist primarily of those duties customary to the position of a Town Clerk as found in 30 M.R.S.A. In addition, the job may include the positions of Tax Collector, Deputy Tax Collector, Registrar of Voters, Deputy Registrar of Voters and Deputy Treasurer as defined by the Town Manager. The Clerk is also responsible to assist the Town Treasurer as the bookkeeper for the Town.

Work is performed in accordance with ordinances, statutes and general law. The position requires initiative, good judgment and ability to work effectively, cooperatively and independently with the public and other officials.

#### **Town Clerk Duties and Responsibilities**

Maintains minutes of all Select Board and Municipal Committee meetings and proceedings.

Assists in planning and supervising the conduct of all elections; prepares polls, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues and collects absentee ballots; processes election ballots and reports results to the Secretary of State or others as required by law.

Validates official documents, oversees posting of official notices, ordinances and advertisements; records papers with County, State and Federal governments as needed; swears in municipal officials as necessary.

Supervises the issuance of, or issues, various licenses and permits such as building, marriage, hunting, fishing, dog, vehicle, boat, trailers, RV's, and maintains all necessary records in relation thereto. Coordinates with Code Enforcement Officer and/or Planning Board prior to issuance of permits to

insure all necessary documents and information have been provided prior to issuance of said permit.

Works with Harbormaster to issue moorings and manage Sullivan Town Landing/Ramp use including issuance of permits and collection of appropriate fees.

Prepares agenda, mails notification and advertises meetings of the Planning Board and the Board of Appeals; prepares and distributes minutes of these meetings. Ensures all applicable plumbing and septic permits have been obtained prior to issuing a building permit in accordance with current building codes, shoreland zoning ordinance, RV, mobile home/campground and subdivision ordinances as applicable.

Coordinate new and changed 911 numbers and road signs for new lots and subdivisions.

Sets up and maintains a record retention and destruction system in accordance with State and Federal laws.

Acts as, or arranges for a recording secretary for all municipal boards and committee meetings.

Processes bi-weekly payroll.

Prepares annual Town Report for distribution.

Participates in the billing and collection of Real Estate and excise taxes, including lien filing, certified letters and/or notices to unpaid real estate tax and excise tax owners.

Acts as custodian of the official Town seal.

Maintains records of births, deaths and marriages. Files reports as necessary with the State of Maine, Office of Vital Statistics.

Maintains a public information service and in response to reasonable requests, furnishes information and materials concerning Town government.

Sells, records and indexes records of cemetery lots sold. Arranges for payment of same.

Works with the Town Manager to produce and distribute a high quality, informative newsletter. The "Town Crier" is bulk mailed to residents, copied to our website and emailed to those who request it.

Assists Town Manager with preparation, promotion and delivery of special events and activities.

Attendance at training sessions that are required for conducting the position of Clerk or other appointed positions will be mandatory at earliest regional training opportunity.

## **Requirements of Work**

Knowledge and understanding of State statutes related to the duties and responsibilities of Town Clerks and any duties as assigned/appointed.

Ability to establish and maintain positive and respectful working relationships with other Town officials, employees and the general public.

Ability to rapidly acquire and assimilate knowledge of the provisions of the town of Sullivan ordinances and State regulations relating to the operation of the office and Town government. Ability to communicate same to office staff, other Town officials and the public.

Knowledge of modern office procedures, practices and equipment. Knowledge of bookkeeping and payroll. Knowledge of English, spelling, punctuation and basic grammar as well as math computation skills are required.

Knowledge of modern office practices and proficiency in the use of all office equipment. Software knowledge of TRIO, Excel, Word, Publisher.

Ability to organize, maintain records and prepare reports.

Ability to organize work and set priorities. Ability to manage job-related stress and work at times under busy and hectic circumstances; to be able to multi-task, be flexible and work with interruptions.

Must be at workstation and ready to work at scheduled time. Must follow current personnel policy and all other Town, State and Federal policies.

Work week is 32 hours. Sometimes, due to illness or vacations, additional hours may be required. Sometimes, a customer with a lengthy transaction may require extended time beyond the regular work day. You are expected to stay to complete transactions and will be compensated.

Commitment to protect the confidentiality of the citizenry and fellow employees at all times.

Ability to remain calm and deal courteously with the public and colleagues, exhibiting exceptional customer service skills, especially when dealing with upset customers.

Willing to be cross-trained in the job requirements of Treasurer, General Assistance, Tax Collection and Elections.

Knowledge of Right to Know laws. FOIA and FOAA.

Must be bondable.