

Town of Searsmont, Maine Job Description

Job Title: Town Clerk
Supervisor: Board of Selectmen

Job Summary

This is a regular part time position that may be combined with other positions. The primary functions of this job include presiding over elections, maintaining town records, issuing marriage licenses, certificates of death and births, and licensing of dogs. The position requires working closely with the Board of Selectmen, Administrator, and other town officials to operate the town of Searsmont. This position works under the direction of the Board of Selectmen.

Primary Duties & Responsibilities

1. Preside over all elections and town meetings with associated duties, equipment and personnel, including:
 - Conduct absentee voting
 - Schedule election officials to work at the polls and swear them in.
 - Train election officials on laws and procedures before Election Day.
 - Arrange in advance for poll watchers and petitioners to be at the polls.
2. Maintain all town records by retaining records when required, and the destruction of records according to State rules.
3. Issue marriage and dog licenses. Keeping records of licenses for town purposes and supplying records to the State of Maine as necessary.
4. Prepare the Town Report with all associated information.
5. Process, maintain and issue certified copies of vital records according to state statutes.
6. Aid with public genealogy research requests by computer, telephone, mail, and in person.
7. Order supplies and equipment necessary to maintain the town office.
8. Appoint Deputy Clerk.
9. Perform other duties as required by the Board of Selectmen.

Required Minimum Qualifications

1. Must be at least 18 years of age.
2. A high school diploma or equivalent.
3. Is a citizen of the United States.

4. Is a resident of the State of Maine.
5. One year of general clerical or other administrative experience, preferably in a municipal setting.
6. Ability to be Bonded.

Required Knowledge, Skills, and Abilities

1. Knowledge of applicable State Statutes and local ordinances.
2. The ability to work with limited supervision.
3. The ability to multitask, prioritize appropriately, and complete work in a timely manner.
4. Accuracy and attention to detail.
5. Dependability, flexibility, and the ability to maintain confidentiality of information as necessary.
6. Strong typing skills.
7. A commitment to excellence in customer service.
8. The ability to communicate effectively with customers and co-workers.
9. The ability to competently handle the general public in situations requiring tact and patience.
10. Ability to work effectively with other employees, the Board of Selectmen, and the general public in person and via telephone.
11. Notary Public or willing to become a Notary Public.
12. Ability to attend outside training as required to perform job duties.
13. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications, including, but not limited to, TRIO software, Rapid Renewal, MOSES, and DAVE.

Working Conditions

1. This is a regular part time position that may be combined with other positions.
2. Office days and hours are established by the Board of Selectmen and set forth in the Searsmont Personnel Policy.
3. Attendance at required training will be reimbursed per the Searsmont Personnel Policy.
4. Benefits are assigned based upon the Personnel Policy for part time employees unless other positions have been added that result in a full time position with full time benefits.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.