

**DALLAS PLANTATION
JOB DESCRIPTION**

TITLE: Town Clerk

DIVISION: NA

FLSA: _____ Exempt

_____ Non-Exempt

APPROVED DATE: August 2, 2016

REVISED DATE:

APPROVED BY: Board of Assessors

JOB PURPOSE: This position is responsible for administrative work and in directing all the activities of the Office of the Town Clerk. Operating under broad guidelines from the Assessors in accordance with established policies, procedures, ordinances and general law, oversees all elections and voting processes, and works closely with the Assessors in setting up budgets specific to the Town Clerk duties, which includes Elections and special Town meetings; the incumbent is responsible for issuing licenses and maintaining various records, vital statistics, conducting the registration of motor vehicles, and the preparation and filing of weekly and monthly reports to the State.

GENERAL EXPECTATIONS:

- be committed to the mission of the Plantation
- be punctual for scheduled work, attend work regularly, and use time appropriately
- perform duties in a conscientious, cooperative manner
- perform required amount of work in a timely fashion with a minimum of errors
- be neat and maintain a professional appearance
- understand and work within the Plantation's Policies and Procedures and ordinances
- work harmoniously and collaboratively as a member of a team with various groups of staff depending on the issue addressed
- accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member
- assure work performed in a manner to facilitate the delivery of quality services
- maintain confidence and protect the Plantation by adequately protecting confidential information
- provides excellent customer service to all patrons and customers
- take direction in a professional manner from the Assessors

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KEY EXPECTED RESULTS AND ESSENTIAL FUNCTIONS:

1. Assumes responsibility for the preparation and issuance of the following: marriage, hunting and fishing, and dog licenses, coin operated machine, victuals and shellfish licenses, special amusement permits and prepares and files weekly and/or monthly reports to the state.
2. Assumes responsibility for filing and maintaining certificates of birth, marriage and death, the preparation and filing of monthly reports to the State Office of Vital Statistics, and preparing and issuing certified copies of these certificates as requested.
3. Advertises municipal vacancies and prepares nomination papers for potential candidates.
4. Plans and oversees all elections and voting practices.
5. Prepares polls, ballot boxes, voting machines, and ballots.
6. Instructs and oversees scheduling, training, and development of election officials, as to election laws and procedures.
7. Issues absentee ballots and processes all election ballots and reports results to the Secretary of State.
8. Supervises voter registration functions and serves as Registrar of Voters.
9. Ensures that the Constable posts the Warrant for the Annual Plantation Meeting and special Plantation Meetings within seven (7) days of the scheduled meeting.
10. Validates official documents.
11. Oversee posting of official notices, ordinances, and advertisements.
12. Records papers with the Federal, State, and County governments as needed.
13. Swears in municipal officials as necessary.
14. Maintains a public information service and in response to reasonable requests, furnishes information and material concerning Plantation government.
15. Accounts for all public monies received in such manner as the Treasurer may prescribe.
16. Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by State Law.

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17. Issues hunting, fishing, and other recreational and State licenses as appropriate.
18. Assists in handling incoming calls for Town Hall and assists other staff with telephone inquiries or other office activities.
19. Serves as the primary Notary Public for the Plantation.
20. Maintains procedure manual/information database for the Clerk's Office.
21. Assists Assessors with setting up budgets and prioritizing expenditures specific to the Town Clerk duties.
22. Maintains records of all individuals nominated to various community boards and maintains term limits.
23. Orders and maintains an inventory of supplies for the Town Clerk's office and the registration of vehicles.
24. Follows safety protocols at all times.
25. Maintains knowledge by studying applicable federal, state, and local ordinances; attends education workshops; and practices skills.
26. Contributes to the team effort by accomplishing tasks as needed.
27. Supports the Town's safety and health policies by attending required safety training programs; reports all accidents and suspected safety hazards to the supervisor.
28. Fulfills job functions by participating as an active member in training and participates on Plantation's task forces.
29. Performs any and all other duties as assigned.

PHYSICAL STANDARDS:

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these physical standards.

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While performing the duties of this position, the employee is regularly required to sit, stand, walk, reach overhead, talk and hear. The employee is required to use hands to operate a computer key board, telephone, copy and fax machine

The employee must occasionally lift or move up to 40 pounds. Specific vision abilities required by the job require close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The physical requirements described herein are representative of those that must be met by the incumbent. The work environment characteristics described herein are representative of those the employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical surroundings are generally that found in a business office, are pleasant and comfortable with a minimal level of noise.

REQUIREMENTS AND SKILLS NEEDED FOR THE POSITION:

- High school diploma or equivalent with advanced training as recommended by the Town Clerks Association and Bureau of Motor Vehicles and a minimum of one year of experience in a similar capacity.
- Must be bondable.
- Thorough knowledge and understanding of State Statutes relating to the duties and responsibilities of Town Clerks.
- Ability to communicate well, both orally and in writing.
- Thorough knowledge and experience with modern office procedures, practices, and equipment.
- Working knowledge and proficiency in use of Microsoft products, including but not limited to Word and Excel, and ability to use or learn any specialty municipal software used by the Town
- Strong organization skills with attention to detail and high degree of accuracy.
- Ability to rapidly acquire and assimilate knowledge of the provisions of all Town ordinances, State, and Federal regulations relating to operation of the office and ability to communicate same to office staff, Town officials, and the public.
- Ability to work effectively in a supervisory capacity with municipal employees, outside municipal or state agencies and the general public.
- Available to work evenings

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EXPERIENCE:

- high school graduate required with supplemental courses in business, office procedures or computer technology
- post-secondary degree in business, office procedures, or computer technology preferred
- certified or certifiable as a Town Clerk
- previous experience as a Town Clerk preferred
- three (3) years' experience in a clerical position that requires a high degree of public contact and accuracy

REPORTS TO:

Assessors

SUPERVISES:

Election Clerks
Election Wardens

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.