


JOB DESCRIPTION

Town Clerk

 WESTERLY Rhode Island	DEPARTMENT	Town Clerk		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Town Clerk is responsible for directing, managing, supervising, and coordinating the activities and operations of the Town Clerk's Office including acting as the custodian of Town records and seal, certifier of records, recorder of land grants, registrar of vital records, registrar of voters, clerk of the Town Council, Probate Court, Licensing Board, Ex-officio Clerk to the Board of Canvassers, and Municipal Court.

ESSENTIAL JOB FUNCTIONS

- Guides and directs a staff of support personnel in all functions of the Town Clerk's office.
- Makes disciplinary decisions, completes performance evaluations, and ensures staff has adequate training and professional development opportunities.
- Ensures compliance with all applicable federal and state laws, and Town ordinances and Charter.
- Acts as clerk to the council, attends council meetings, and records the proceedings.
- Prepares minutes, drafts, ordinances, resolutions, commendations, condolences and proclamations.
- Acts as clerk to the licensing board, attends board meetings, and records proceedings.
- Acts as clerk to the probate court, attends court sessions and records proceedings. Consults with judge and lawyers regarding probate matters.
- Acts as ex-officio clerk to the Board of Canvassers, attends board meetings, and ensures the orderly conduct of elections.
- Prepares annual budgets for the Town Clerk, Probate Court, Board of Canvassers, and Municipal Court.
- Serves as the Town's freedom of information act and access to public records act representative, which includes ensuring that all requests are responded to in a timely and accurate manner, as set forth by the act commonly known as the Access to Public Records Act (APRA).
- Ensures compliance in the preservation of town records, acquires new technology to manage the functions of the Town Clerk's office, and provides input in the design and/or upgrade of computer programs.
- Maintains Code of Ordinances and Charter and ensures timely filings of minutes of the Town Council, boards, commissions, and committees and certifies by her signature official Town documents.
- Administers oaths and serves as a notary public.

ADDITIONAL JOB FUNCTIONS

- Conducts genealogical research of old records and additional research into historical records as required.
- Keeps abreast of pending legislation relating to the operation of the Town Clerk's office.
- Maintains professional memberships and continues training and education through IIMC and RITCCA, which includes attendance at related meetings, seminars, and conferences.

- Maintains safe working conditions and report any incidence which might conflict with Town safety procedures and policies.
- Other duties and projects as may be prescribed by the Charter, the Council, the Manager, or the General or Special Law of the State of Rhode Island.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, regulations and procedures of the operational characteristics, services, and activities of a Town Clerk's Office.
- Modern municipal administrative methods.
- Rules and regulations governing local municipal elections.
- Principles and practices of business correspondence.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures, guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Understand and apply management principles concerning budgeting, personnel costs, and overtime expenses while providing all necessary and proper services to the public.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend council meetings and to oversee elections.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Administration, Management, Law or commercial studies or related field or Degree or Certificate in Paralegal Studies.
- Minimum of five (5) years of experience in performing responsible complex and administrative duties in an office environment.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

- RI Notary Public Commission or the ability to obtain one within six (6) months of hire.
- Possession of Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks or the ability to obtain one within three (3) years of hire.
- Following the award of CMC, academy courses should commence toward the award of Master Municipal Clerks certification (MMC).

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Exposure to stressful situations as a result of human behavior.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Must be able to make color distinctions and have normal depth perception.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.