DATE:     July 27, 2021

TOPIC:    Job Opening

ASSISTANT TOWN CLERK

23 hrs/week at $26-$31.59/hour; with benefits.

The Town of Sherborn seeks qualified candidates for the position of Assistant Town Clerk. This position is responsible for assisting with the administrative, technical, and supervisory functions of the office of Town Clerk, which include the Board of Registrars and Elections & Registration. The Assistant Town Clerk performs all duties of the Town Clerk in the Clerk’s absence. The position requires independent judgment, initiative and knowledge of state, local and federal statutes and regulations applicable to the duties of the Town Clerk’s Office. Works under the direction of the Town Clerk in accordance with applicable provisions of the Massachusetts General Laws and Town of Sherborn Bylaws, understanding both the laws’ intent and specific requirements, and the legal implications of actions taken. Must have excellent customer service and communication skills and the ability to constructively interact with the general public. Other duties as assigned. Some evenings. Minimum two years of college in business, administration, or education or work-related experience. Municipal experience and Sherborn residency highly desirable. Hourly rate depends on qualifications.

Send letter of interest and resume to:

Jacklyn Morris, Town Clerk
19 Washington Street
Sherborn, MA 01770
Or by email: jmorris@sherbornma.org

Position is open until filled.

Job description may be found below or at www.sherbornma.org/townclerk.

The Town of Sherborn is an Equal Opportunity and Affirmative Action Employer.
ASSISTANT TOWN CLERK

**Position Purpose:**
Performs responsible administrative, supervisory, clerical and technical duties assisting the Town Clerk in the daily operation of the office as well as preparing for Town Meetings and elections. The Assistant Town Clerk assumes the role of the Town Clerk in his/her absence. Performs all other related work as required.

**Supervision:**
*Supervision Scope:* Performs a variety of responsible duties of a diverse nature requiring the exercise of judgment and discretion in the interpretation and application of guidelines and inquiries from the general public; carry out job duties independently; work at this level requires a working knowledge of departmental operations, Town bylaws and MA General Laws.

*Supervision Received:* Works under the general direction of the Town Clerk according to applicable provisions of the Massachusetts General Laws. Generally, works independently and sets own daily work plan and chooses between appropriate courses of action to achieve defined objectives; refers all unusual cases to supervisor.

*Supervision Given:* Assists in supervision of election workers and town meeting workers.

**Job Environment:**
Work is performed under typical office conditions and is subject to predicted season fluctuations, which may require additional hours.

Operates a computer using standard office software, State Census/Voter Registration System, State Vital Records System, telephone, copier, facsimile machines and all other standard office equipment.

Has frequent contact with the general public, and regular contact with other town departments and officials, members of town boards/committees, and state officials. Contacts are primarily in person or by telephone and can involve discussing routine to complex issues and/or information.

Has access to department related confidential information.

Assists the public in person, by mail, email, fax or phone with all types of questions and needs in a timely manner.

Due to the variety of and access to confidential information processed by the Town Clerk’s Office, the Assistant Town Clerk must respect and maintain a high degree of confidentiality, discretion and professional protocols.

Errors could result in customer inconvenience, delay and confusion, cause adverse public relations and have legal and/or financial repercussions.
**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position."

Assists with the day-to-day operation of the Town Clerk’s office. Has frequent contact with the general public and requires a high level of customer service. Answers phone, waits on counter, collects and records all money received. Work involves the ability to follow well-defined procedures. Performs routine duties of a clerical nature.

Assists with preparation for elections which includes: registering people to vote, assists part-time election personnel, orders ballots, prepares materials for the Board of Registrars; maintains voter files on the VRIS, checks in voters at Town Meeting and updates voter records and certifies signatures on nomination papers.

Receives, and reports birth, death, marriage records, and marriage intentions. Issues certified copies of records to state and local agencies, funeral directors and the public. Processes amendments to vital records for various legal requirements. Enters data to the index of vital statistics.

Acts as a burial agent that issues and collects fees for burial permits.

Issues dog licenses and maintains and updates dog license files, while tracking and generating reports for the licenses. Collects fees and coordinates activities with the Animal Control Officer.

Receives and records applications and fees for variances and special permits for the Zoning Board of Appeals. Records and certifies decisions, notices, plans and fees.

Administers the oath of office to town officials, boards and commissions. Maintains permanent records of all sworn officers and provides them with information pertaining to the Open Meeting Law and Conflict of Interest Law.

Conducts research on a variety of subjects and submits required reports.

Provides information to Federal, State and local officials, as well as the public. Certifies legal documents, seals and attests by signatures to bylaws, easements, bonds and other town documents. Maintains the Town Seal.

Responsible for monthly turnovers that are given to the Treasurer’s Office.

Assists the Town Clerk in record keeping, maintaining and updating census data, voter registrations, vital records, and statistics and official municipal records. Assists with the
annual town census. Prepares and completes various forms and required reports with direction from the Town Clerk.

Records permanent records of the town and issues certified copies of the same.

The Assistant Town Clerk assists, supports and is mandated by law to assume the responsibilities of the Town Clerk in his/her absence.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience:**
College degree desirable; minimum two years of related progressively increased responsibility in general office operations; experience in a municipal setting and dealing with the public strongly preferred.; or any equivalent combination of education, training and experience.

**Special Requirement:**
Notary Public, desirable

**Knowledge, Ability and Skill:**

**Knowledge:** Strong knowledge of how to research election laws, public record laws, campaign finance laws, town bylaws, land-use laws and all pertinent regulations. Complete working knowledge of office administration, financial record keeping and automated office systems and procedures. Maintains current knowledge of federal, state, and local regulations as they pertain to records maintenance and vital statistics. Position requires a working knowledge of MGL and Town Bylaws relative to vital statistics, elections, and parliamentary procedures.

**Ability:** Ability to prioritize multiple tasks and deal effectively with interruptions to meet deadlines, often under considerable time pressure. Ability to develop and implement guidelines, procedures and policies. Ability to analyze and solve problems. Ability to prepare routine to complex documents and reports utilizing computerized office applications including database management programs. Ability to interact effectively, tactfully, and with considerable discretion with a wide variety of individuals.

**Skill:** Excellent organizational, record keeping and communication skills. Excellent customer service skills. Skill in word processing, databases, and vital records software. Skill in all of the above references methodologies, equipment and systems.

**Physical Requirements:**
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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)