

TOWN CLERK

Department: Town Clerk
Classification: Unclassified
Specification Number: 1400
Approved: 10/6/21
Revised: By JG

MINIMUM QUALIFICATIONS

This is an elected position and is in the Unclassified Service. Therefore, there are no minimum qualifications for this title.

DISTINGUISHING FEATURES OF THE CLASS

The Town Clerk has the power to appoint and terminate all employees in the Town Clerk's office. Responsible for developing and maintaining the policies and procedures of the Office of the Town Clerk. One of the primary functions of the employee is to assure that all inquiries, legal instruments and actions directed to or from the Office of the Town Clerk have been properly documented and substantiated in conformance with established laws, rules, regulations and procedures governing such actions. Supervision is exercised over all subordinate administrative and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

- Administers, supervises and manages the recording and filing of all certificates, oaths and other documents required by law including birth certificates, burial permits, marriage licenses and deeds;
- Attends all meetings of the Town Board to keep a complete record of the proceedings;
- Maintains a current "ordinance book" containing a copy of every ordinance adopted by the Town Board, specifying the date of adoption thereof;
- Notifies parties whose legal papers or documents do not comply with the law. Explains the problem and the best way to solve it so that the documents may be registered properly;
- Answers all inquiries made by the general public, other government agencies and private organizations pertinent to the general practices and procedures of the Office of the Town Clerk;
- Issues all licenses and permits required by law and collects all fees thereof.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the laws, rules, regulations and procedures governing the filing and recording of legal instruments relating to the Office of the Town Clerk; good knowledge of modern office principles, practices and equipment; good knowledge of modern bookkeeping methods and principles; ability to express oneself clearly and concisely, both orally and in writing; ability to delegate authority and to plan, assign and supervise the work of a staff of subordinate administrative and clerical personnel; ability to read and interpret law; ability to establish and maintain good public relations and an effective line of communications with all parties coming into contact with the office; ability to deal courteously and tactfully with the public; physical condition commensurate with the demands of the position.