

JOB POSTING
TOWN OF PRINCETON

The Town of Princeton is accepting applications for the position of **TOWN CLERK**. This is a 30+ hour a week position, with a salary range of upper \$30k to upper \$40k per year, DOQ plus an additional stipend for election work depending upon the number of hours required for elections. Responsibilities include serving as the chief election official, records access officer, webmaster and burial agent, issuing various licenses and permits, registering voters, maintaining vital records, preparing reports and correspondence, responding to inquiries, receiving and triaging requests from the public, and maintaining and updating files and records. Minimum qualifications include: Bachelor's degree; five years' related experience or any equivalent combination of education, training, and experience. Certified Municipal Town Clerk, Notary Public and municipal records management are preferred. A complete job description is available on the town's website at www.town.princeton.ma.us. To apply please submit application, cover letter, and resume to Town Administrator, 6 Town Hall Drive, Princeton, MA 01541 or townadministrator@town.princeton.ma.us by 4:00 PM on November 21, 2022, EOE.

Position Title:	Town Clerk	Grade Level:	Level H
Department	Town Clerk	Date:	Nov. 2017
Reports to:	Town Administrator	FLSA Status	Non-Exempt

DEFINITION

Responsible for the management and administration of a wide variety of activities including elections, vital records, licensing, public information, public records and website information.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Serves as chief election official, responsible for planning and conducting state and local elections
- Responsible for voter registration, nominations, ballot preparation and polling place activities
- Manage the annual census
- Records and certifies official actions of the town including town meetings, zoning and planning board decisions and town borrowing
- Registers and issues vital records for birth, death and marriage
- Licenses dogs, issues burial permits, issues business certificates
- Serves as Records Access Officer and coordinates public records, providing assistance with accessing to public records, maintains local bylaws, oaths of office, meeting minutes
- As RAO provides assistance to individuals, coordinates response to public access requests, assists with preserving records and provides guidelines for requestors of records.
- Provide management and information related to open meeting laws, ethics and conflict of interest
- Serves as webmaster as focal point for website, troubleshoots and updates information
- Performs cemetery operational functions including issuing deeds, recording deeds and recording burial information.
- Acts as burial agent and/or graves registration officer for securing burial allowance and grave markers.
- Performs a variety of related duties

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the

supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The manager is accountable for the direction and success of programs. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, state and federal officials, the public and with groups and/or individuals who have may have diverse points of view or differences. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

A Bachelor's degree and 5 years of related experience is required; or any equivalent combination of education and experience. Municipal records management and Notary Public are preferred.

Must pursue becoming Certified Municipal Town Clerk.

KNOWLEDGE, ABILITY, AND SKILLS

Must have knowledge of Massachusetts General Laws and town By-Laws. Must have thorough knowledge of federal, state and municipal laws, regulations and procedures relating to the town clerk functions.

Must have excellent communication and customer service skills; computer and database skills; must have organizational skills.

Must have the ability to maintain accurate, detailed records; to deal tactfully with other departments, staff and the public and to perform detailed work despite frequent interruptions; must have the ability to maintain effective working relationships.

WORK ENVIRONMENT

The work environment is typical of municipal offices.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When working on elections, must lift election materials.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.