

TOWN OF STOUGHTON

ASSISTANT TOWN CLERK

Department:	Town Clerk	Date:	08/19/2024
Reports to:	Town Clerk	Hours Worked:	35
FLSA Status:	Non-Exempt		

Position Purpose:

The Assistant Town Clerk provides responsible administrative work in assisting the Town Clerk in connection with the keeping of official municipal records, the processing and issuing of various licenses and official documents, vital statistics, conducting elections, management of Town Census, posting meetings and in providing information to the general public and town departments; all other related work as required. The Assistant Town Clerk assists the Town Clerk with the statutory duties and responsibilities of the department in accordance with Massachusetts General Laws, Town Charter, Town bylaws and regulation, and may assume the powers and duties in the absence of the Town Clerk as outlined in MGL 41, §19. The Assistant Town Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Works under the supervision of the Town Clerk; or designated supervisor. Works cooperatively with the Town Clerk to provide guidance and direction to the other employees within the department and supervises department employees in the absence of Town Clerk.

Job Environment:

Work is performed under typical busy office conditions with normal interruptions and noise level, as well as inactive records storage areas which may involve exposure to dust and allergens. Operates computer and related office equipment; operates calculator, fax, copier, and other standard office equipment in addition to election equipment, including automatic voting machines, ballot boxes and poll pads. Has frequent contact with the general public, other Town departments, and State and Federal agencies, service providers and Town officials. Contacts are in person, in writing, and by telephone and involve information exchange dialogue. May have access to department related confidential information.

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.)

Answers questions from the general public, providing information and making referrals to other offices and agencies as appropriate; researches questions through official town records and General Laws as necessary; provides information requested by town officials.

Assists the Town Clerk in the administration and operation of election activities; registers voters; issues, receives, and records absentee ballots; certification of nomination papers and initiative petitions; polling location coordination; hiring, training & supervision of election workers; prepares and maintains accurate voter lists; assistance with election reports required by the

Secretary of State and preparation of permanent town records of election results.

Maintains, updates and processes census data in the State Voter Registration Information System; generates reports, including Annual Street List, Jury List and other statistical data required in preparation of the Annual Town report.

Assists the Town Clerk in the administration and maintenance of volunteer appointed/elected database; tracks appointments, swearing in and compliance materials of volunteer officials; maintains contact information of all appointed/elected officials; administers oath of office

Prepares Poll pads for use in election/town meeting events including, but not limited to, ensuring accuracy of voting list, reconciliation of requested and returned early/absentee ballots, proper storage of equipment and supplies. Tests Voting Equipment.

Management of Advance Mailing House and Early Voting in person including, but not limited to, scheduling of workers, reconciling / processing payroll, keeping detailed records regarding worker roles to maximize reimbursement by the state for unfunded mandates, preparation of equipment.

Management of Election Day Workers including, but not limited to, assisting with scheduling, training and supervision to ensure compliance with laws and procedures.

Maintains records of unused ballots & prepare /handle dissemination of ballots.

Manages Democracy Live and communications with Accessible & UOCAVA voters, leads Advance Tabulation team, assists Town Clerk with any other election related responsibility.

Attends annual and special town meetings; assists in the preparation of town meeting materials, recording actions taken, departmental correspondence and various forms and required reports.

Prepares office payroll. Processes departmental expenditures for payments and maintains records to support payments. Orders Department office supplies.

Assists with special projects requiring independent judgment and adherence to deadlines.

The Operations & Election Administration Assistant Town Clerk may assume the powers and duties in the absence of the Town Clerk as outlined in MGL 41, §19.

Performs similar or related duties, as assigned, directed or as the situation dictates. Regular attendance at the workplace is required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates Degree preferred; three to five years of experience in responsible clerical or administrative work preferably in the public sector; experience with elections preferred; strong customer service background preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

KNOWLEDGE: Considerable knowledge of state statutes, town by laws and charter provisions relating to the duties and responsibilities of town clerks. Working knowledge of election laws and regulations. Working knowledge of standard office practices, procedures and equipment. Knowledge of Mass General Laws related to Clerk functions.

ABILITY: Ability to employ records management practices. Ability to maintain accurate and detailed records. Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions, while maintaining attention to detail. Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public. Ability to maintain confidentiality of information. Ability to communicate effectively both verbally and in writing. Ability to exercise independent judgment in the absence of the Town Clerk.

SKILL: Excellent customer service skills. Skill in search and retrieval of documents and records. Capable of drafting professional quality memorandums and other written documents for internal and public consumption. Excellent computer skills including office software, database and spreadsheet applications. Ability to use payroll software, basic content editing on web-based platforms, understanding of remote meeting technologies (Zoom, Teams, or comparable), and ability to use and manage calendars and scheduling tools both physical and digital for time management and office efficiencies. Demonstrated organizational skills.

Additional Requirements:

Valid Motor Vehicle License.

- Massachusetts Notary Public.
- International Institute of Municipal Clerks (IIMC) designation as Certified Municipal Clerk (CMC) or intent to begin process within first year of employment and continue towards this until it is achieved.

Physical Requirements:

- Minimal physical effort required to perform functions under typical office conditions.
- Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.
- The employee is frequently required to remain in a stationary position and must be able to communicate.
- Occasionally moves items up to 30lbs.

(This job description does not constitute an employee 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.)