

JOB TITLE: Town Clerk

STATUS: Elected Position – 40 hours/week

REPORTING RELATIONSHIP: The Town Clerk reports to the Department of Revenue, the Department of Vital Records, the Department of Motor Vehicles and the Secretary of States Office.

JOB SUMMARY:

Responsible for keeping all Town records, certifying the actions of the Selectmen and other Town Officials, making official reports, collecting fees and serving as an election official. Maintain official records and vital statistics of the Town. Serve as Clerk of the Town as prescribed by State law (RSA 41 and RSA 48). Performs duties independently.

MAJOR DUTIES:

- Maintains and preserves all permanent Town records.
- Posts necessary information to the town web site.
- Plans and supervises the conduct of all elections; prepares polling booths, ballot boxes, voting machines and ballots; instructs election officials as to election laws and procedures; issues absentee ballots; processes all election ballots and reports results to the State Board of Elections; supervises all voter registration functions and provides support to the Board of Election. Registers voters, records changes of party affiliation and candidate filings, prepares local ballots, posts sample ballots, stock polling booths and posts voter instructions, maintains custody and control of state and general election ballots and absentee ballots, counts and records votes and notifies winners and the media. Attends Town meetings; takes, prepares and distributes minutes.
- Validates official documents; oversees posting of official notices, ordinances, and advertisements; records papers with Federal, State, and County governments as needed; swears in Town officials as necessary.
- Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by state law.
- Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning the Town government per RSA 91-A
- Acts as the custodian of the official Town seal.
- Analyzes data to determine answers to questions from residents or members of the public.
- Adheres to all town policies, procedures, ordinances.
- Personal ongoing development to maintain the knowledge and skills necessary to complete the job.

- Responsible to set up and maintain a records retention and destruction system for the Town Clerks office.
- Supervises the issuance of, or issues, various licenses such as marriage, boating and dog licenses, and maintains all records in relation thereto.
- Prepares motor vehicle registrations, issues MV permits, calculates and collects fees for title applications, lost plates, lost registrations and lost decal forms. Completes the state portion for Town residents, issues decals and plates, completes daily log and remits funds daily to MV department.
- Records, files and certifies when necessary, births, deaths, and marriages, and sends periodic reports to the State
- Accounts for all public monies received by him/her in such manner as the Treasurer may prescribe.
- Submits weekly remittance reports to the Treasurer.
- Provides supervision to the Deputy Town Clerk and Assistant Town Clerk. Assigns work, provides instruction to and reviews work of assigned employees.
- Prepares reports for the Town Report
- Other related duties as assigned by the State.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Although not required by statute, it is recommended that the Town Clerk has training and experience in general office procedures, policies, and methods; knowledge in the use of office equipment; strong verbal and written communication skills; knowledge of accounting theory, principles, and practices; knowledge of Zoning Ordinances; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; knowledge of computer programs including word processing and spreadsheets; ability to maintain confidentiality; ability to interpret and explain Town practices, policies, procedures, and ordinances to officials, public, and media; ability to quickly acquire knowledge of municipal government and operations along with knowledge of laws and regulations governing municipal financial administration; notary public or ability to gain certification; ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials and the public; ability to establish and maintain effective working relationship with other Town officials, employees and the general public; knowledge of state and local laws governing elections, licensing, vital statistics and related laws governing operations of Town Clerk's office; knowledge of records maintenance; ability to plan, organize and supervise the work of others.

PHYSICAL DEMANDS: The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms.

MINIMUM QUALIFICATIONS:

An elected position the Town Clerk must live in the Town of Atkinson and be registered to vote in Atkinson.

The Clerk must be certified by the New Hampshire Department of Motor Vehicles to use the state computer program for motor vehicle registrations or the ability to obtain certification within a reasonable period of time. The Clerk must have obtained a certified municipal clerk certification or be able to work towards certification.