

EXEMPT

TOWN OF RAYMOND TOWN CLERK

NATURE OF WORK:

This is a full-time position responsible for administrative work in directing all activities of the office of the Town Clerk.

Work responsibilities include supervision of Town Elections, Town Meeting, Steward of Town Data, and Voter Registrar. Also responsible for the issuance of various licenses and permits, recording documents and vital statistics, organization, and supervision of cemeteries. Position involves extensive public contact in collecting and providing information. Work is performed in accordance with local ordinances, bylaws, Maine law, and requires initiative, judgment, and ability to work effectively with the public and other officials, as well as independently. This is a department head position as part of the Town's management team.

EXAMPLES OF WORK: (Illustrative Only)

Archives and maintains all permanent Town records.

Plans and supervises the conduct of all elections; coordinates and reserves election space, prepares polling places, 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 Secretary of State; supervises Registrar/Voter Registration and all voter registration functions.

Prepares Town Meeting warrants, and coordinates with RSU staff regarding school warrant approvals.

Validates official documents; oversees posting of public notices and advertisements; records documents with the Federal, State and County governments as necessary and required under law; administers oaths of office to all municipal officials.

Supervises the issuance of or issues, various licenses such as marriage, hunting, fishing and dog as well as maintaining all records in relation thereto.

Supervises the issuance of or issues, licenses such as Victualer licenses, Special Amusement licenses, Business and Peddler's licenses.

Acts as the custodian of the official Town seal.

Maintains records of births, deaths, and marriages, and sends periodic reports to the State of Maine Office of Vital Statistics/Records.

Maintains a public information service and, in response to reasonable requests, furnishes routine information concerning Raymond government.

Works with Animal Control Officer to send reminders and notices regarding Dog Licensing.

Accounts for any public monies handled in such manner as the Finance Director may prescribe.

Performs all duties and exercises all powers incumbent upon or invested in Town Clerks by state law.

Sells, records, indexes and maintains records of cemetery lots.

Acts as secretary for designated municipal boards and committee meetings including, but not limited to, preparing agendas, maintaining board/committee information in designated website sections, preparing meeting materials and taking minutes.

Sets up and maintains a records retention and destruction system for the Town in accordance with applicable State law.

Maintains updated copies of Bylaws, Codes and Ordinances as necessary.

Supervises and manages deputy clerks.

Works the front counter as necessary processing BMV, IFW, Vital Records, town permits, etc.

Oversees administration of local scholarship funds, revising and making annual application available, prepares applications for the Select Board's consideration including a report of available funds.

REQUIREMENTS OF WORK:

Thorough knowledge and understanding of State statutes relating to the duties and responsibilities of Town Clerk.

Thorough knowledge of modern office procedures, practices and equipment.

Ability to rapidly assimilate knowledge of the provisions of local Bylaws, 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.

Knowledge of basic accounting and cash handling.

Ability to establish and maintain effective working relationship with other Town officials, employees and the general public.

Proficiency in the use of computer and related software including Microsoft Excel and Word, Adobe Pro and Indesign, and web content management.

Ability to organize and maintain records and prepare reports.

PHYSICAL

DEMANDS:

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.

While performing the duties of this job, the employee is frequently in a sitting position, works on a computer, frequent reaching for tools/objects with hands and arms, requires the use of hand and eye coordination, must have the ability to communicate verbally and be able to hear. The employee is occasionally required to walk to various areas within the building to include going up and down stairways.

The employee must occasionally lift and/or move objects weighing up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet but can be subject to various communications occurring that may cause disruption or lack of concentration.

DESIRABLE EXPERIENCE AND TRAINING:

Prefer experience as a Town Clerk or Deputy Clerk and working in a Town Office with TRIO software. Considerable experience in clerical work of a progressively responsible nature including demonstrated experience in public and customer relations/service provision; proficiency using spreadsheets and word processing software; high school graduation supplemented by courses in accounting, business education, office procedures, computers and other related areas.

NECESSARY SPECIAL REQUIREMENTS:

Should be a certified MTCCA Town Clerk or capable of being certified within a reasonable amount of time.

January 2024