



Town of Troy Town Clerk Job Description

Nature of Work:

This is responsible administrative and clerical work in directing all activities of the office of the Town Clerk. Work responsibilities include the preparation and maintenance of official municipal documents, supervision of elections within the Town, issuance of various licenses and permits, recording various documents and vital statistics. Work involves extensive public contact in collection various files and providing information. Work is performed in accordance with municipal ordinances; state and federal law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials.

Work is performed under the direction of the Board of Selectmen.

Essential Duties and Responsibilities:

- Attends Selectmen's meetings. Maintains indexes and preserves all permanent Board and other Town records.
- Plans and supervises the conduct of all elections; prepares polls, 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 Board of Voter Registration and all voter registration functions.
- Validates official documents; oversees posting of official notices, ordinances, and advertisements; records papers with the federal, State and County governments as needed; swears in municipal officials as necessary.
- Supervises the issuance of, or issues, various licenses such as marriage, hunting, fishing and dog licenses, and maintains all records in relation thereto.
- Supervises the issuance of, or issues, most licenses such as victualers' licenses, as mandated by local or state law.
- 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.
- Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning the Town government.
- Performs all duties and exercises all powers incumbent upon or invested in town Clerks by state law.
- Acts as, or arranges for, a clerk for all municipal boards and committee meetings.
- Sets up and maintains a records retention and destruction system for the Municipal Center.
- Updates Code and Ordinances as necessary.

Requirements of Work:

- Through knowledge and understanding of the State statues relating to the duties and responsibilities of Town Clerks.
- Through knowledge of modern office procedures, practices and equipment.
- Ability to rapidly acquire and assimilate knowledge of the provisions of the 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 general public.
- Proficiency in the use of the typewriter, computer and other office equipment.
- Ability to organize and maintain records and prepare reports.
- Ability to work in areas of confidentiality requiring discretion and judgment.

Training and Experience Required:

- Considerable experience in clerical work of a responsible nature including experience with public; high school graduation supplemented by courses in accounting, business education, office procedures, and computers.

The Town of Troy considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.