

TOWN OF BRIDGTON
TOWN CLERK

POSITION NARRATIVE:

The position of Town Clerk involves exacting, responsible administrative and clerical work in providing for the general administration of the Town Clerk's Department. As Town Clerk, areas of responsibility include the planning and supervision of all elections, official town record maintenance, state vital records, licenses and permits, certification of official documents, administering oaths of office and supervision of the Deputy Town Clerk(s). The position additionally serves as Deputy Tax Collector and Treasurer as well as General Assistance Administrator.

The Town Clerk is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. Work includes extensive contact with public. Work is performed in accordance with applicable statutes, local Ordinances, and general instruction with a high degree of independence. Work is reviewed through audits, records and reports.

LEVELS OF AUTHORITY AND DECISION MAKING:

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

SUPERVISION:

This position is supervised by the Town Manager.

EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)

Work includes response to miscellaneous inquiries by the public on a regular basis.

Handles incoming phone calls. Assists the public by ascertaining the nature of the inquiry or complaint, provides information and when necessary, refers inquiry to the appropriate department for answer or action.

Receives and distributes mail on a daily basis.

Collects monies and answers inquires at Town Office.

Validates official documents, oversees posting of official notices and advertisements, records papers with Federal and State government as received.

Issues various licenses such as marriage, hunting, fishing and dog licenses, and maintains all related records.

Issues various Town licenses and permits such as victualers, marijuana, and business licenses.

Maintains records and birth, deaths, marriages, burials and sends weekly reports to the State of Maine Office of Vital Statistics; issues certified copies of the same.

Serves as an Agent of motor vehicles and Inland Fisheries and Wildlife.

Processes motor vehicle registrations, reporting and reconciling. Processing done as submitted with weekly reporting.

Computes excise tax on new and used automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of the same.

Administers all elections including scheduling and appointing ballot clerks, orders and prepares ballots and reports election results and accepts voter registration and maintains the voting list according to the National Voter Registration Manual.

Performs related duties as required.

Provides support to the assessors, updating municipal records on a daily basis.

Serves as Registrar of Voters. Accepts and maintains voter registration records on a daily basis or as needed.

Preparation, scheduling, conducting, and results of all Town Meetings and Elections. Prepare of Warrant(s) for Town Meetings and Elections.

Responsible for signature on checks. Ascertain if correct amount was paid. This function done at the request of audit company.

Administers reports and cashups on snowmobiles, ATV's, boats and game licenses.

Processing and reconciling of payments made online through 3rd party payport system on a daily basis.

Answers all tax related inquiries.

Maintains dog licenses and preparation of Dog Warrant.

Processing concealed weapons payments and month reporting and reconciling.

Typing for other departments when needed.

Preparation and mailing of 30 day notices, filing of liens at the Registry, preparation and mailing of foreclosure notices.

Prepares quitclaim deeds from Town of Bridgton.

Prepares Select Board agendas with backup materials and distributes to Select Board, Management and Department Heads. Posts agendas and approved minutes on the town of Bridgton website. Attends Select Board Meetings and prepares minutes and maintains a record of all Select Board meetings.

Accepts and directs various committee applications to the Select Board. Maintains and updates committee and board rosters as necessary and updates website as necessary. An annual mailing of each committee and board for updating membership.

Reviews general assistance applications, fact finding, response, reporting and reconciling.

Acts as custodian of Town Seal and validates official documents.

Administers oaths of office, affidavits and notarizes documents.

Updates town of Bridgton website for clerk, elections, assessing, Select Board and Committees.

Adding new users to the TRIO program and amending permissions.

Works with department heads on updating and revising Town policies, ordinance(s) and Standard Operating Procedures as necessary.

SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:

Thorough knowledge and understanding of the state statutes relating to the duties and responsibilities of Town and City Clerks.

Thorough knowledge of modern office procedures, practices and equipment including the ability to operate a computer, photocopiers adding machine and electronic voting machines.

Ability to provide leadership, to deal courteously and effectively with others, and to establish and maintain effective working relationships with management, supervisors, department heads, staff and the the general public.

Ability to work in areas of confidentiality requiring discretion and judgement.

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town Ordinances and State Regulations relating to the operation of the office and Town government, and ability to communicate this to office staff and the public.

Ability to maintain records and prepare reports.

Ability to interact with the Town's computer system and acquire a working knowledge of Microsoft Office, Trio and other operating systems used by the Town.

Ability to supervise and train staff and volunteers.

DESIRABLE EXPERIENCE AND TRAINING:

High school graduation and experience in work involving the maintenance and preparation of records supplemented by courses in business education or office procedures; or any other equivalent combination of experience and training.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to obtain certificate as a municipal clerk.

Must be bondable.

State of Maine Notary.