



## Job Description

### Town of Westerly

Job Title:	Town Clerk								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

#### **General Summary:**

This position is responsible for directing, managing, supervising, and coordinating the activities and operations of the Town's Clerk Office including acting as the custodian of Town records and seal, certifier of records, recorder of land grants, registrar of vital records, registrar of voters, clerk of the Town Council, Probate Court, Board of Canvassers, Licensing Board and Municipal Court.

#### **Essential Functions:**

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Acts as clerk to the council by attending council meetings and recording the proceedings.
4. Drafts ordinances, resolutions, commendations, condolences and proclamations.
5. Acts as clerk to the licensing board by attending board meetings and recording proceedings.
6. Acts as clerk to the probate court by attending court sessions and recording proceedings and consults with judge and lawyers regarding probate matters.
7. Acts as ex-officio clerk to the Board of Canvassers, attends board meetings and ensures the orderly conduct of elections.
8. Prepares budgets for assigned offices by determining expenses for each budget for the upcoming year based on appropriations that were expended in the prior year.
9. Serves as the Town's freedom of information act and access to public records administrator by receiving requests for public records and coordinating compiling and documenting the requested information and presenting the information to the requester.
10. Consults with vendors relative to the preservation of town records and to acquire new technology to more efficiently manage the functions of the Town Clerk's office by providing input in the design or upgrade of computer programs.
11. Ensures Town agreements, contracts, and other legal documents are signed and recorded, associated records and documents are obtained, and public notices and ordinances are published.
12. Collects and analyzes data on metrics within the department.
13. Ensures accurate up-to-date filing of Town ordinances, agreements, resolutions, and minutes of the Town Council, boards, commissions, and committees and signs and certifies official Town documents.
14. Administers oaths and serves as a notary public.

### **Other Functions:**

1. Attends conferences, seminars, committee meetings as required.
2. Conducts genealogical research of old records and additional research into historical records as required.
3. Other related duties as assigned.

### **Education & Experience:**

#### Education:

Bachelor's degree in paralegal studies, public administration, business administration, or related field.

#### Experience:

Five years of experience in performing responsible complex and administrative duties in a medium to large office environment.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

### **Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures of the operational characteristics, services, and activities of a Town Clerk's Office.
- Advanced knowledge of modern municipal administrative methods.
- Working knowledge of rules and regulations governing local municipal elections.
- Working knowledge of principles and practices of business correspondence.
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This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing municipal operations.
- Manage various computer applications including Excel and Word

### **Licenses & Certifications:**

Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks is highly desired and will be required within three years of employment. Following award of CMC, academy courses should commence toward the award of Master Municipal Clerks certification (MMC).

Possess a valid driver's license.

RIGL 42-30-14 Upon completion of the certificate of engagement as set forth in 42-30-4, have the power to act as a notary public.

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand			<b>X</b>	
Walk			<b>x</b>	
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders			<b>x</b>	
Climb or balance		<b>X</b>		
Stoop, kneel, crouch, or crawl		<b>x</b>		
Talk or hear				<b>x</b>
Taste or smell	<b>X</b>			
Driving (including valid driver's license)		<b>X</b>		

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds					<b>X</b>
Up to 25 pounds					<b>X</b>
Up to 50 pounds					<b>X</b>
Up to 100 pounds		<b>X</b>			
More than 100 pounds		<b>x</b>			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts			<b>X</b>		
Work in high places		<b>x</b>			
Risk of electrical shock		<b>x</b>			
Risk of radiation		<b>x</b>			
Work in extreme weather conditions		<b>x</b>			
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals		<b>x</b>			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
X	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*