



## Town of Rowe

### *Job Description – Assistant Town Clerk*

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#### **Basic Function**

Helps to facilitate the work of the office of Town Clerk. This may include tasks involving maintaining records, assisting with elections and voter registration, scanning documents, etc.

#### **Schedule and Salary**

This position is budgeted annually for \$1,200, paid in quarterly stipends of \$300. There is no set schedule, but a person hired for this position will be expected to work between 6-7 hours a month on average. As there may be months with more hours, attempts will be made to reduce hours in other months to compensate. Some flexibility will be available with hours but must be coordinated in advance due to shared office space.

#### **Supervision/Appointment**

The Rowe Town Clerk is responsible for appointment and supervision. After initial training period, the assistant town clerk will likely have minimal supervision during working hours. The appointment will run until June 30, 2021 (end of fiscal year) unless terminated sooner.

#### **Essential Duties and Responsibilities**

*The essential duties or responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Learn the Voter Registration Information System (VRIS) to help process voter changes, registrations, absentee/early voting applications, census returns, etc.
- Scan old records (town meeting/election books, committee meeting minutes, etc.) using specific naming patterns. Many uploaded to website after. Routine long-term archiving of digital records.
- Attend town clerk trainings, where appropriate and desired. Mileage/meals paid for by town.
- Swearing in of town officers.
- Fill in for town clerk during periods of absence (checking mail, email, phone messages, etc.)
- Assist with elections (i.e. picking up meals, voter registration session, etc.)
- Assist with record requests (birth/death certificates, minutes, etc.)
- Issuance of dog licenses & sales of transfer station stickers.
- Keep vault organized/clean.

## **Work Environment**

The office of town clerk is shifting rapidly towards a paperless/digital format. Any interested applicant must be comfortable working with digital records and retrieval, computer programs, and reading from a computer screen.

Administrative work is otherwise performed under typical office conditions. The employee operates standard office equipment, including computers, scanner, telephone, etc.

Performance of duties requires ongoing contact with other town departments and the public. The employee may have access to confidential information. Errors could result in monetary loss, delay or loss of service, damage to equipment, or legal repercussions.

## **Recommended Minimum Qualifications:**

- High School Diploma
- Valid Driver's License
- Familiarity with computer programs (specifically Microsoft Word, Excel, and Outlook) and technology such as scanners, printers, and flash drives.
- Ability to meet and work effectively with town boards, other governmental agencies, and the public.
- Ability to interact in a positive and effective manner and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the public, and personnel at all levels of authority using principles of good customer service. Must perform all aspects of job responsibilities with honesty and integrity.
- Interest in local government

## **Physical Requirements**

Moderate to physical effort may be required to perform work in the office. The employee is occasionally required to lift, move, and/or push items weighing up to 20 pounds. Vision requirements include the ability to read documents in both physical and digital formats.

## **Legal**

The Town of Rowe is an Equal Employment Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

*This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements for the job change.*

There is no guarantee of position permanence. The renewal of this position must be requested by the town clerk, and subsequently approved by town officials and by vote of town meeting. Any individual hired is not guaranteed employment beyond the end of the fiscal year even if the position is provided for.