

Position Title:	Town Clerk	STIPEND:	Varies Annually
Department:	Town Clerk	Updated on:	04/09/2026
Reports To:	Town Administrator	Hiring Authority:	Select Board

## TOWN OF ROWE – JOB DESCRIPTION

### **BASIC FUNCTION:**

The Town Clerk is responsible for performing all administrative functions and exercising all powers associated with the position, in accordance with applicable federal, state, and local regulations. This includes, but is not limited to, services related to legislation, elections, voter registration, the census, and public information and records. The Town Clerk oversees the department's general operations within the town's governmental structure. Additionally, the Town Clerk engages in positive, effective ways to build and sustain strong working relationships with supervisors, coworkers, boards, committees, and the public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The essential duties and responsibilities outlined in this section include, but are not limited to, those for this position.*

#### **ELECTIONS:**

1. Act as Clerk to the Board of Registrars, train and oversee three Registrars of Voters
2. Keep an updated list of registered and inactive voters
3. Register voters on a routine basis through the state computer system, establish required registration session dates prior to town meetings and elections, and staff these sessions
4. Certify signatures on petitions for initiative questions, election candidates, etc.
5. Arrange for the orderly process of elections, which includes managing mail-in ballots, setting up the polling location, scheduling necessary staff, and ensuring that all ballots and needed supplies are in order
6. Monitor the entire election process
7. Report on election results to appropriate authorities, including reports to the federal government regarding absentee balloting
8. Keep permanent records of elections
9. Keep abreast of recent changes in election law
10. Train election staff

#### **CENSUS:**

1. Keeps an official record of the annual census
2. Print census forms "in-house"
3. Mail census forms to all households
4. Arrange for the timely collection of census data and update the computer data for each household

5. Follow regulations concerning submission of school lists, jury commissioner reports, and notices to dropped voters
6. Duplicate and make available various reports compiled by the census process
7. Coordination of decennial Federal Census, including attending classes, updating maps and lists sent by the Federal Government, beginning two years before the census year and ending a year after

#### VITAL RECORDS:

1. Receive, number, and file records of births and deaths occurring in other communities
2. Issue birth certificates for home births and foreign-born adoptions, and death certificates for events occurring in town
3. Receive marriage intentions and issue marriage licenses
4. Submit monthly reports on vital statistics to Boston
5. Issue certified, typed copies of birth, death, and marriage certificates
6. Keep abreast of changes in procedures
7. Ensure the town's compliance with the State's computerized and electronic system for vital records recordings

#### TOWN MEETINGS:

1. Prepare for Annual and Special Town meetings, which include holding voter registration sessions, reviewing the warrant, compiling background information that may be needed, and meeting with the moderator, town council, and other appropriate town employees prior to the meeting
2. Attends and records all town meeting votes; produces ATM/STM results in a timely manner, posts results on the town website and applicable places, sends results to the town Administrator, Accountant, and Treasurer, and keeps computerized minutes of all town meetings
3. File forms with appropriate state agencies after town meeting actions (Department of Revenue, Attorney General, Secretary of State)
4. Keeps permanent files of all town meetings and follows through with their required actions

#### BYLAWS:

1. Updates and maintains the town's general and zoning bylaws and booklet
2. Files required bylaw documentation with the Attorney General's Municipal Law Unit within 30 days of town meeting approval
3. Posts or publishes approved bylaws

#### APPOINTED/ELECTED OFFICIALS (NON-STIPENDED):

1. Produces a cover letter, appointment/election letter, personnel policy, acknowledgment of receipt, and various training information; conflict of interest (ethics), preventing discrimination and harassment in the workplace, and other training assigned by the Town Administrator or Select Board.
2. Administers oaths of office within 30 days of appointment/election

3. Updates and maintains appointment/election log
4. Updates and maintains a log for appointed/elected officials' trainings; sends town officials training reminders and compliance notices
5. Updates Town Website reflecting appointed/elected officials
6. Prepares and distributes the Annual Appointment List to the Select Board

#### APPOINTED/ELECTED OFFICIALS (STIPENED):

1. Produces a cover letter, appointment/election letter, W-4, withholding exemption certificate, I-9 Form, CORI Form, acknowledgment of receipt, direct deposit form, personnel policy, and various training information; conflict of interest (ethics), preventing discrimination and harassment in the workplace, and other trainings assigned by the Town Administrator or Select Board.
2. Administers oath within 30-days of appointment/election
3. Maintains appointment/election log
4. Updates Town Website reflecting appointed/elected officials
5. Prepares and distributes the Annual Appointment List to the Select Board prior to the start of each fiscal year

#### BOARD, COMMITTEE, AND DEPARTMENTAL MEETING RECORDS:

1. Posts all town board and committee meeting agendas/public hearings to the Town Website and exterior of Town Hall building, and keeps all records of meeting postings
2. Maintains and schedules Zoom Participation for meetings
3. Receives, keeps, files, and posts all Board and Committee meeting minutes
4. Keeps all permanent files of all board and committee meetings

#### ANNUAL TOWN REPORT:

1. Production of Annual Town Report
2. Coordinates with boards, committees, departments, and related agencies to gather reports
3. Keeps a permanent computerized/hard copy of the report for town records
4. Submits/uploads computerized copy on Town Website
5. Prints the town report for availability at the Town Hall

#### OTHER:

1. Keep permanent files of all board meetings, town bylaws
2. Updates and maintains the Department of Revenue (DOR) Gateway Account
3. Receive legal documents filed against the town
4. Keeper of and maintains the town seal
5. Provides Public Notary services to Town Officials and Town Residents
6. Issue and collect revenue from dog licenses, raffle permits, DBA business certificates, certificates allowing the placement of utility poles, and others
7. Receive applications for hearings of the Zoning Board of Appeals and decisions of such, and issue certified copies of decisions after the appropriate waiting period
8. Receive plans submitted for Planning Board actions

9. Respond to public records requests and serve as Co-Records Access Officer
10. Monitor Ethics Law training log for all town officials (training must be completed every 2 years)
11. Receive and maintain several types of required filings
12. Maintain and organize pertinent department/departmental files
13. Correspond frequently with the public, other town officials, state, and other agency employees verbally, by telephone, in person, via email, or in writing.
14. Serves as E-911 Coordinator
15. Contributes to a mutually supportive teamwork environment in and outside of the department, with residents, vendors, and other departments.
16. Updates the Town Directory and makes it available to residents and departments
17. Completes monthly IT training

**SUPERVISION:**

The Town Clerk is appointed by the Select Board and is directly supervised by the Town Administrator.

The Town Clerk supervises election staff and the assistant Town Clerk.

The Town Clerk performs complex and responsible duties that require exercising independent judgment to plan, manage, and coordinate various activities and operations, all of which demand attention to detail and accuracy.

**SELF-SUPERVISED RESPONSIBILITIES:**

1. Knowledge and ability to complete all required tasks professionally
2. Determine the order, organization, and timing of tasks
3. Expected to utilize one's judgment to address detailed problems or unusual situations
4. Expected to meet required deadlines
5. Ensures the confidentiality of records that have restricted access

Errors could result in delays or service interruptions and legal repercussions.

**WORK ENVIRONMENT:**

Work is performed in standard office conditions. The employee uses standard office equipment such as computers, printers, and scanners. Job duties require interacting with the public and other town departments.

**PHYSICAL REQUIREMENTS:**

*Physical Requirements are listed for informational purposes. Applicants may be required to demonstrate the ability to perform the essential duties of the position during the application process.*

Minimal physical effort is necessary to perform most duties. The employee is often required to speak and hear, as well as to use hands and arms for operating equipment and reaching. Lifting

items weighing up to 30 pounds may be necessary. Visual requirements include the ability to read both routine and complex documents and to use a computer.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Municipal Experience – preferred
- Public Notary (must obtain within three months of hire)
- Ability to maintain financial bonding insurance
- Basic office skills: Email, Microsoft Word, Foxit PDF, printers/scanners, etc.
- Communication/Customer Service skills, both verbal and written
- Organizational and management skills

*This job description does not create an employment contract between the employer and the employee and may be changed by the employer as the employee's needs and job requirements evolve.*

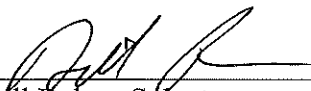
Job Duties Accepted by Town Clerk:

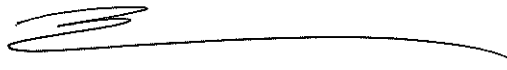
\_\_\_\_\_  
Signature

Approved by the Board of Selectmen:

Date of Approval: April 9, 2026

\_\_\_\_\_  
Joanne Semanie, Chair

  
\_\_\_\_\_  
Bill Baker, Selectman

  
\_\_\_\_\_  
Ed Silva, Selectman