

## **Town Clerk**

Responsible for the management of statutory Town Clerk functions including: maintenance of town records; coordination & administration of elections; issuance of permits and licenses; recording and reporting of vital statistics; and other duties pertaining to the functions of the town clerk in accordance with the provisions of more than 73 chapters and 451 sections of the Massachusetts General Laws.

### **Essential Functions:**

- Serve as administrator of the legal functions of the Town Clerk; establish methods and practices for the maintenance and safeguarding of town records in accordance with established statutes.
- As Records Manager; is custodian of official town records and responsible for the storage of and filing of all records of the Town. Responsible for the Town vault and the maintenance, disposition, and preservation of municipal archival records and materials.
- Coordinate/administer federal, state, and town elections. Coordinate all details and procedures for elections; oversee and ensure that all statutory requirements are adhered to; supervise and train all election officials; monitor polling places to ensure conformance; provide voting registration sessions; distribute and certify all nomination papers; administer absentee voting procedures; record the results of election returns; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting.
- Conduct the annual census and prepare the street list of residents. Maintain and update census data within the state voter registration information system on a continuing and daily basis.
- Administer the state voter registration information system at local level. Prepare the voting list for the town for all primaries, elections, and town meetings making corrections based on census and voter data.
- Perform certification of legal and other documents. Research, seal, and attest to town records such as bylaws, resolutions, easements, deeds, town meeting articles, bonds, roads, and other documents requiring town certification.
- Attend regular and special town meetings; prepare proceedings based on recording, certify monies allocated; prepare and submit bylaws to the Attorney General for approval or denial.
- Control the issuance of a variety of licenses and permits (marriage licenses, gasoline storage permits, permits for raffles and bazaars, dog licenses, kennel licenses, business certificates, pole locations, transfer station stickers and tag sale permits).
- Administer oath of office to all elected and appointed officials of all committees, commissions and boards and ensure that all elected and appointed officials are informed in writing of the Open Meeting Laws and Conflict of Interest Laws; receive resignations from same and notify the appointing authority.
- Provide access to public records in compliance with State Public Records Law and corresponding regulations.
- Record applicant's filing of subdivision plans and file notice of the Planning Board's action on such plans; certify subdivision plans endorsed by the Planning Board prior to the applicant's recording with the Registry of Deeds; record, file and certify, all decisions of the Zoning Board of Appeals before the decision is recorded at the Registry of Deeds.

- Receive and record all appeals to all decisions of the Planning Board and the Zoning Board of Appeals and distribute copies to concerned parties.
- Record and post all notices of Town board meetings on Town's bulletin board and post same to the Town website.
- Maintain the Town website.
- Administer the department of the town clerk. Establish methods and procedures. Prepare and administer annual budgets for the office – town clerk, elections and board of registrars. Receive and record all monies collected, making timely turnovers to the Town Treasurer as required by law.
- Review all new or amended state laws for town use; prepare and certify the minutes of all town meetings; certify all action taken for town officials and notify proper state officials of borrowings articles. Submit general bylaws and zoning bylaws to the attorney general for approval/disapproval. Maintain and update the Code of the Town of Great Barrington.
- Receive notices of claims and legal actions against or relating to the town.
- Register all vital records and report to the Commonwealth's central vital registration system. Provide certified copies of vital records and conduct or assist with genealogical research for members of the public.
- Hold custody of the town seal and authorize its use.
- Attend all seminars, meetings, conferences and training courses which encourage specialized assistance and continuing education relative to professional personal improvement.
- Plan, schedule, organize and implement the installation and subsequent upgrades of software in department and maintain the day to day operations in the office.
- Respond to all inquiries from the general public, frequently serving as facilitator with departments, providing knowledge and assistance in a fair and impartial manner to all.
- Considered the core of local government, the Town Clerk's office serves as the central information center for local residents and citizens at large.