

## **TOWN OF JAMESTOWN POSITION DESCRIPTION**

### **Class Title: Town Clerk**

#### **GENERAL PURPOSE**

**The Town Clerk is a member of the Town's Senior Management team. This employee serves as the secretary of the municipal corporation, as well as the keeper of the entire recorded history of the community and its people. The legal duties and responsibilities of the Town Clerk are defined by the Rhode Island General Laws, Division of Vital Statistics, the State Constitution, the Town Charter and local ordinances. By virtue of the office, the Town Clerk is also an ex officio member of the Board of Canvassers.**

#### **SUPERVISION RECEIVED**

The Town Clerk works under the general direction and supervision of the Town Administrator.

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

Attends regular and special meetings of the Town Council, as well as Financial Town Meetings, and maintains accurate records of the proceedings of same;

Prepares Town Council meeting agendas and packets of information for Councilors;

Provides legislative assistance to Town Council with regard to ordinances and public hearings;

Assists the Town Council in compliance with Open Meeting Laws and serves as the Open Meeting Filing Coordinator of the Town

Act as parliamentarian at Town Council meetings in absence of Town Solicitor;

Prepares warrants for Elections and Financial Town Meetings and coordinates with the Town Sergeant and Town Moderator;

Administers oaths to appointed personnel; maintains appointment records for board/commission members and provides annual reports on same to the Rhode Island Ethics Commission;

Oversees recording of land evidence documents pertaining to Jamestown real estate along with appropriate fees;

Establishes and maintains a process for microfilming, storage and retrieval of Land Evidence Records

Coordinates assistance to the general public and real estate professionals in utilizing land evidence records;

Maintains vital records for community's inhabitants;

Issues marriage licenses;

## **Town Clerk - Position Description Continued**

Maintains record of all burials in the community;

Insures restricted access to vital records;

Issues certified copies of records of vital records to those duly authorized to receive them;

Issues dog licenses in accordance with Rhode Island General Laws and local ordinances;

Issues various business licenses upon approval of Council (alcoholic beverage, private investigator, victualing, peddling, holiday, mechanical devices, etc.), monitors compliance and reports violations to Chief of Police;

Issues trade name certificates.;

Notarizes documents, and attests to validity of documents and signatures;

Perform and/or supervise duties of Probate Court:

- Receive and file petitions

- Advertise and schedule hearings

- Prepare probate docket

- Maintain records of Probate Court proceedings

- Issue decrees and certified copies of records

- Request police background checks for change of name petitions

- Issue citations and arrange for service by Town Constable

- Oversee all regular and special sessions of Probate Court

- Provide background data to Probate Judge

Certify voter lists;

Preside over elections;

Act as Clerk, of all elections and files paperwork in accordance with Rhode Island General Laws and Board of Elections regulations;

Certifies the conduct and results of elections and Financial Town Meetings;

Register voters, issue voter registration cards, issue certificates of residency, assist voters with absentee and emergency ballot applications and mail ballots;

Prepare and submit payroll for the Town Clerks staff and election personnel;

Maintains payroll and attendance records for the Town Clerks office

## **Town Clerk - Position Description Continued**

Testify in court as the keeper of the records whenever legally called upon to do so;

Train and supervise Deputy Town Clerk/Canvasser Clerk and Clerk/Probate Clerk and any additional staff as may be provided to the department;

Provide on-going assistance to all other Town Departments as it relates to Town Clerk functions;

Promote preservation and restoration of community's records;

Seek alternate sources of funding for projects of historical significance;

Prepare annual department budgets for Town Council, Probate Court, Elections and Town meetings and Town Clerks Office, as well as capital improvements plan;

### **RECOMMENDED MINIMUM QUALIFICATIONS**

Bachelor's Degree from an accredited college or university is preferred or the equivalent combination of education, experience, and certification. Successful candidate must have a minimum of five (5) years of direct supervisory experience. Successful candidate for this position is required to be a member of the Town Clerks Association or be able to become a Certified Municipal Clerk within three (3) years from hire.

### **PHYSICAL AND WORKING ENVIRONMENTS**

The work environment is typically within an office setting, although the employee may meet with other employees and agencies in an outside environment.

The working conditions include those synonymous with an indoor work setting, for lighting, noise level, temperature, etc.

The employee may occasionally lift and/or move objects up to twenty-five (25) pounds. Specific physical abilities include close vision and the ability to use a computer monitor for long periods of time, as well as the ability to communicate verbally in person and on the telephone and other communication devices.