

TOWN OF WINDHAM

Position Title: Town Clerk
Department: Clerk's Department
Reports to: Town Council
Classification: M-2

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: _____

General Summary:

The Town Clerk is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents and preparation of reports. Work includes extensive public contact and involves a variety of administrative clerical responsibilities for the Town ordinances and State and Federal laws with a high degree of independence. The Town Clerk is appointed by the Town Council, and reports to and works cooperatively with the Town Manager to ensure work complies with the Town's established accounting and record-keeping systems.

Essential Functions:

- Develops and administers departmental budget and manages all departmental resources.
- Serves as custodian for official Town records and is responsible for the restoration of Town records.
- Establishes and maintains a records retention and destruction system for Municipal records.
- Administers the Town's business licensing program and prepares reports to the appropriate State agencies.
- Performs duties of Notary Public and Deditus Justice, as needed.
- Acts as the custodian of the official Town seal and validates documents.
- Maintains Town's official records, including birth, death, marriage, election, Town Meeting and Town Council minutes; maintain Town's ordinances, file reports with appropriate State agencies.
- Acts as secretary to the Town Council; records minutes.
- Serves as municipal agent for the Department of Island Fisheries; Department of Public Safety (for concealed weapons); and Animal Welfare
- Acts as Registrar of Voters, maintains voter registration list, supervises elections, to include printing ballots, setting up voting places, ensuring that ballot clerks and wardens are trained and present.
- Provides and certifies nomination papers for municipal and school board candidates.
- Oversees issuance of dog licenses, hunting and fishing licenses, concealed weapons and victualer permits, coin-operated machine, liquor, marijuana,

motion picture, pawn shop, junkyard, mobile food, home solicitation, live entertainment, mobile home and one-day catering licenses; prepare reports to appropriate State agencies.

- Administers all “Oaths of Office” and maintains records.
- Handles the Conservation Easement Registry for the Town.
- Conducts seminars for election workers; arranges and schedules rabies clinics.
- Administers ethics paperwork and Oaths for Council, Planning Board, ZBA and Board of Appeals and updates the ethics forms annually with each Board member.
- Interacts and coordinates with Department Heads and other employees, the Town Manager, elected officials, local and state agencies, and the general public for overall management effectiveness with respect to other programs and policies of the Town of Windham.

Other Duties/Responsibilities:

Performs other work as may be required in support of the Clerk’s and Tax Collection Offices.

Competencies:

- Knowledge of and ability to interpret current state law and local ordinances which pertain to the Clerk’s duties;
- Ability to work with people and maintain confidentiality; and
- Ability to work independently.

Required Education/Experience:

- High School diploma;
- Certified Maine Town Clerk; Dedimus Justice strongly recommended;
- Two or more years’ experience as a municipal Town Clerk , or assistant Town Clerk; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities needed to accomplish the essential functions of the position.

Additional Eligibility Qualifications:

- Maine driver’s license, Class C;
- Computer literacy and experience with Microsoft Office software;
- Certified Notary Public; and
- Ability and willingness to work varied hours, including nights and weekends, as needed.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent operating a computer and standing. Use of hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence. Flexibility of motion – up and down a lot assisting staff and citizens; ability to lift up to 50 pounds is required. Field work in any and all-weather conditions. .

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.