

The Town of Marshfield is seeking a full time Assistant Town Clerk. Office duties include but not limited to assisting the Town Clerk in administration of licenses and permits, maintenance and record keeping of public information, processing of voter registration and absentee ballots, and assisting in the overall operation of the office. Applicants must have a Bachelor's degree in business, public administration, or related field also 5-7 years of administrative and supervisory experience; or an equivalent combination of education and experience. A candidate for this position is required to be a Justice of the Peace and/or Notary Public. Please see full job description on the Town of Marshfield website. Qualified and interested Candidates should submit applications/resume to Narice Casper, Town Clerk at Marshfield Town Hall 870 Moraine Street 02050 No later than Friday August 10, 2018

**Town of Marshfield, Massachusetts
Draft Job Description**

Position Title:	Assistant Town Clerk	Grade Level:	
Department	Town Clerk's Office	Date:	
Reports to:	Town Clerk	FLSA Status	

Statement of Duties: The employee is responsible for assisting the Town Clerk in the administration of licenses and permits, maintenance and recordkeeping of public information, processing of voter registrations, and absentee ballots, and assisting in the overall operation of the office. Performs the functions and duties of the Town Clerk in his/her temporary absence. Acts as Assistant Registrar of Voters. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Town Clerk, the employee is required to plan and carry out the regular work in accordance with the department's operating practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is responsible for the direct supervision of fifty seasonal election workers, with time spent checking and reviewing work that has standardized procedures. Completes performance evaluations and training. Supervisor is directly accountable for the quality and quantity of work performed by subordinates, and provides input and implements their evaluation, training, and discipline including the termination of employees. Workload is subject to cyclical fluctuations that can usually be planned for in advance.

Confidentiality: In accordance with the State Public Records law, the employee has regular access to confidential information such as official personnel files, lawsuits, impounded vital records including but not limited to adoptions, paternity/non-paternity documents, sex change reassignments, affidavits of correction, and voter/resident data.

Accountability: Consequences of errors or poor judgment may include missed statutory deadlines, delay of service or payment, legal repercussions, and adverse public relations.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used to analyze specific situations to determine appropriate actions. The employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

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Requires understanding, interpreting and applying federal, state, and local laws, ordinances and regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work. Work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating and integrating activities and programs for more than one major division within the Town's

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. The employee is required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties generally do not present occupational risk to the employee.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Performs the functions and duties of the Town Clerk in his/her temporary absence.
2. Responsible for the supervision of a municipal division consisting of the Town Clerk and Election Departments.
3. Acts as Assistant Registrar of Voters.
4. Process affidavits of confidential voter information and affidavits and corrections of legal vital records, including but not limited to adoptions, paternity/non-paternity statements.
5. Works closely with Town Counsel on the preparation of the Attorney General Bylaw Submission for Town of Marshfield's General and Zoning bylaws.
6. Records adjournments, motions, amendments, resolutions and ballot counts from Town Meeting Oversees the preservation and storage of all permanent and historical records for the benefit of future generations.

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7. Swear in the Governor's appointed State officials, elected and appointed Town officials Gather new or updated laws that affect the Town Clerk's Office, plan and implement innovative, effective and efficient solutions.
8. Furnishes information to the media as required or requested.
9. Trains all staff members, Registrars of Voters, Wardens, Clerks and inspectors for elections.
10. Updates Town Clerk's page on the Town's website, including notifications, posted public meetings, town election results, listing of officials and town meeting members, town meeting adjournments.
11. Submits monthly vital records, reports and statistics to Secretary of the Commonwealth's Registry of Vital Records and Statistics.
12. Processes payroll for Town Clerk and Election departments.
13. Certifies Welcome Home Bonuses for local veterans.
14. Orders office supplies, creates purchase orders and processes payments of Town Clerk and Election departments invoices.
15. Supervises and assigns staff, oversees the multiple aspects of the day-to-day operations.
16. Oversees the annual registration of dog licenses, permits, kennels and boarding licenses.

Recommended Minimum Qualifications:

Education and Experience: Must have a Bachelor's Degree in business administration, public administration or a related field, and five to seven (5-7) years of administrative and supervisory experience; or an equivalent combination of education and experience.

Special Requirements: A candidate for this position is required to be a Justice of the Peace and/or Notary Public.

Knowledge, Abilities and Skill:

Knowledge: Knowledge of federal, state laws and by-laws pertaining to the operation of the Town Clerk office including but not limited to State Vital Statistic records. Requires a thorough understanding of the Town's political environment. Knowledge of office software including word processing and spread sheet applications.

Abilities: Ability to supervise employees, maintain confidentiality, plan prioritize and delegate work, and to perform multiple tasks in a detailed and organized manner. Ability to advise and consult with Town Division heads and department heads, as well as local and state elected officials. Ability to read and interpret Massachusetts General Laws, local ordinances that govern

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the responsibility of a Town Clerk's office and to understand the organization and functions of Town government.

Skills: Understand and interpret Massachusetts General Laws, local ordinances that govern the responsibilities of the Town Clerk office and understand the organization and functions of the Town government. Proficient oral and written communication skills including public speaking which includes formal presentations addressed to the Board of Selectmen, advising and consulting with other Town divisions, Town Meeting and Division election staff.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment.

Motor Skills: Position requires the application of basic motor skills in order to perform activities such as operating a personal computer and/or most other office equipment, keyboarding, moving, pushing or lifting objects, and the sorting/filing of papers.

Visual Skills: Position requires the employee to routinely read documents and reports for understanding. The employee is rarely required to determine color differences.