

## Town Clerk

**Position and Compensation:** Appointed by and reporting to the Selectboard to perform all tasks of the Town Clerk's office for the budgeted wage, flexible schedule and hours. Medical insurance, PTO, and vacation time are offered. Town residency is not required.

**Hours:** Hourly or Salary position with hours as required to ensure the office is kept open during scheduled business hours. Hours to be negotiated to meet salary requirements. Additional non-public hours may be required occasionally for meetings, training completion, etc.

### **Qualities and Skills:**

1. Build and maintain the confidence of the public for integrity and credibility in the management of Town records. Facilitate transparency.
2. Dedication to respectfully assisting town residents, volunteer officials, and town employees, with a "customer service" attitude.
3. High degree of organization and timely task management.
4. Ability to maintain accurate and detailed records.
5. Thorough knowledge of state statutory provisions relating to the duties and responsibilities of Town Clerks.
6. Willingness to seek, receive and share feedback. Follow and help to administer town policies and procedures.

**JOB RESPONSIBILITIES:** The Town Clerk's role is defined by statute (24 V.S.A. Chapter 35) to include keeping and indexing the records of the Town and presiding over all elections. The Clerk is the Chief Election Officer of the Town, and will learn to conduct all elections in accordance with State and Federal law. They serve as registrar of all Vital Records. As custodian of all public records, the Clerk will ensure safety and preservation of all records and manage the collection of appropriate fees.

### **TASKS:**

1. Public Service: Provide public hours and phone access on a schedule agreed to with the Selectboard. Promptly respond to Selectboard and Town staff inquiries. Attend Selectboard meetings as needed to take and record Minutes. Provide the Public with accurate municipal information.

2. Recording: Log, receive fees, record, and index all incoming Town Land Records.
3. Elections: Conduct all Elections (local, statewide, and federal) of the Town in accordance with State and Federal law. Organize the Board of Civil Authority to ensure ballot clerks and other Election Officials are scheduled and trained appropriately. Complete the after-election Reporting as prescribed by the Secretary of State's Office.
4. Reporting: Perform quarterly reporting of Dog and Marriage Licenses to the State Treasurer.
5. Website: Contribute to the Town Website, ensuring timely posting of Meeting Agendas, Minutes, and other documents as requested.
6. Posting: Ensure all Meeting Agendas are posted in the appropriate locations during the Statutory time frame before a Public Meeting.
7. Grow and Stay Current: Find and attend approved training to develop skills required for the Treasurer position. Keep relevant skills and knowledge current. Propose process changes and efficiencies that steward town resources.
8. Supervisory Duties: Appoint an Assistant Town Clerk as required to meet the duties of the Town Clerk's office. Annually review the work, performance and advancement of any Assistant Town Clerk appointed by the Town Clerk. Follow Town employment policies and practices.
14. Skillful Communications and Tech Efficiency: Maintain proficiency with computer systems related to elections, recording, and other applications applied in the role of Town Clerk, including Word, Excel, email, and internet research tools. Effectively and appropriately implement communications for the office of the Town Clerk utilizing all tools available.
15. Office Coordination: Communicate with and coordinate with the Treasurer and Selectboard to promote effective use of town office resources and equipment.

Contact the Town of Orange for more information or submit a resume and cover letter to: [townclerk@orangevt.org](mailto:townclerk@orangevt.org)