

TOWN OF THORNTON

JOB TITLE: Town Clerk

DEPARTMENT: Administration

STATUS: Part-Time, Elected

JOB SUMMARY: Processes motor vehicle registrations, vital records, dog licenses, oversees elections, keeps track of registered voters, mails and tracks absentee ballots, sends election results to state offices and local media.

Must have working knowledge of state statutes and state administrative rules and ever changing motor vehicle department policies regarding the taxing of automobiles. Must be able to make accurate responsible calculations of town permit fees and transfer credits. Must have ability to locate vital information from automobile manuals. Able to consult and interpret Municipal Agent and State of NH motor vehicle department rulings, decisions and policies for registrants on an individual basis and assist the registrant in carrying them out.

Must be completely aware of all legal deadlines and requirements of law for Town Clerk related state functions.

Must have the ability to communicate effectively and professionally both verbally and in writing; to establish positive public relations for the Town; and to interact effectively with a wide variety of people.

Must obtain and update all State certifications as required in order to process motor vehicle transactions as a Municipal Clerk for the State of NH.

MAJOR DUTIES: Governed by NH Statutes including but are not limited to:

Duties	RSA 41:16–41:25 and RSA 31:8
Motor Vehicle Registrations, etc.	RSA <u>Chapters</u> 259, 261, 266 and NH Dept of Safety Administrative Rules
Vital Records	
Births, Deaths, Marriages	RSA <u>Chapters</u> 5-C and 457
Dog Licensing	RSA <u>Chapter</u> 466
Elections, Town Meetings, Oath of Office, etc.	RSA <u>Chapters</u> 31, 39-42, 652-670
Record Retention	
Disposition of Municipal Records	RSA <u>Chapter</u> 33-A
Preservation of Public Records	RSA 41:58-68
Right to Know	RSA 91-A
Wetland Permits	RSA 482-A
Voluntary Corps and Assoc	RSA <u>Chapter</u> 292

Town Clerk

- Performs complicated calculations of automobile tax and prepares motor vehicle permits. Prepares calculations and collects state registration fees as a municipal clerk for the State of NH under the supervision of the Tax Collector/Municipal Agent.
- Prepares automobile titles, dog licenses, birth, death and marriage licenses all within differing laws. Must be able to understand the rules, applications and processing procedures of Wetland Permits as well as utility pole permits. Maintains file on many state-required forms and applications.
- Assists to maintain supply of registration and title forms, State of NH registration decals and forms necessary to process all areas of vehicle registrations.
- Accepts voter registration and political party changes in accordance with state statutes. Gathers all new resident information and required forms and updates address and name changes; works closely with Supervisors of Checklist to ensure accuracy of election documents.
- Preparing, printing and handling of town ballots. Preparing, printing and handling absentee ballots.
- Assists the Board of Selectmen in setting up and the smooth operation of all elections, federal, state and local, as prescribed by State statutes. Such assistance helps ensure that the polls are set up correctly, all legal signage is posted, and that a sufficient number of poll workers are available for Election Day.
- Assists in overseeing the voting and counting of ballots, and faxes results to the state and federal offices as well as local media as requested.
- Writing, transcribing and recording official minutes at Town Meeting.
- Swears in Town officials.
- Reconciles and prepares daily cash deposits of Town funds and forwards to the Town Treasurer for bank processing. Post receipts to applicable computer applications.
- Prepares daily cash deposits of State motor vehicle fees and deposits them to the State of NH designated banking facility according to the Municipal Agent policies.
- Prepares monthly reports to the Bureau of Vital Records and maintains records according to State laws.
- Collector and custodian of Town records for archival purposes. Such records include but are not limited to minutes of all Town boards, committees and commissions, treasurer records, financial records, trust fund records, annual audit reports, permits issued, oaths of office, appointments and resignations, maps, plans, deeds, voter check lists, contracts, and all Town Clerk records, vital statistics, town deeds and petitions as required by state

laws. Developing and recording management programs and systems and maintaining them in accordance to state statutes. Issuing certified copies of all records in accordance with the right to know and protection regulations. Such collection includes documents dating back to the Town's early history and must be preserved, protected and maintained as directed by state laws.

- Posts tax payments under the supervision of the Tax Collector/Municipal Agent.
- Attends seminars, workshops, training sessions and meetings as required for automobile registrations, vital statistics, elections and other job functions as required.
- Monitor legislation and work actively with related associations attending workshops, conventions and training.
- Responsible for preparing annual budget requests relative to the Town Clerk and Election functions to the Board of Selectmen. Must have accurate knowledge of departmental financial needs and expenses.
- Acts as receptionist and guide to all residents and visitors, provides, assists and gathers myriad of information.
- Receive incoming calls and make appropriate referrals. Disseminate information regarding all facets of motor vehicle rules, regulations and laws, election laws, as well as policies and procedures of other departments. For those protected records, knowledge and application of the right to know law is a must. Must possess capability to distinguish between those records which are public and those that are protected.
- Serves as support personnel as requested by other departments.
- Files sold cemetery lots.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Ability to be bonded by the municipal insurance company to indemnify the Town against loss.
- Ability to acquire certification for processing motor vehicle registrations as required by NH Department of Motor Vehicles.
- Knowledge of RSA's governing registrations, dog licensing, vital records, elections and right to know laws.
- Knowledge of Town ordinances, policies, practices and procedures.
- Knowledge of modern office practices and procedures and records maintenance.
- Knowledge of State budget laws and general accounting practices.

- Skill in the use of computers, printers, typewriters, calculators, telephones and copiers.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to interpret and follow detailed legislative procedures. Must have acute problem solving ability.
- Ability to make accurate arithmetic calculations.
- Ability to prepare and present technical and statistical reports.
- Ability to establish effective working relationships with employees, Town officials, the business community, the general public and State officials.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain confidentiality and demonstrate integrity and tact.

SUPERVISORY CONTROLS: The supervisor makes assignments by defining objectives, priorities and deadlines; assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

The Town Clerk performs duties independently for specific Town Clerk functions, making decisions in the areas of the position, using own technical judgment as outlined in federal, state, and local ordinances, laws, and regulations. Records are audited annually by an independent auditing firm, and are subject to review by state officials relative to the specific functions.

Supervision for motor vehicle processes and tax collection functions, are under the Tax Collector/Municipal Agent.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with who to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

MINIMUM QUALIFICATIONS:

- As an elected position, must be a resident and registered voter of the Town of Thornton, New Hampshire as prescribed by state statute.
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work (e.g. training from the State of NH and the Town Clerks Association), in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with accounting, recordkeeping or related clerical work, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.