



Town of Shutesbury

Town Clerk Job Description

Department: Town Clerk

Union Status: Non-Union / Non-Aligned / Exempt

Reports to: Town Administrator

FLSA Status: Exempt

Hours: 25 per week

Salary Range: Up to \$38,161 annually

General Summary: The Town Clerk performs highly professional administrative and supervisory work in accordance with Massachusetts General Laws and Town bylaws. This role involves managing the staff and operations of the Town Clerk's office and overseeing the security and maintenance of record-keeping systems. The Town Clerk serves as the chief election official and works with the Board of Registrars to manage voter registration and election processes. Key responsibilities include recording vital records, conducting the annual Town Census, maintaining official municipal records, and issuing various licenses.

Supervision

- **Received:** Performs duties under the general direction of the Town Administrator. Regular duties are performed independently within applicable State and local laws.
- **Exercised:** Responsible for supervising the Assistant Town Clerk and additional personnel during voter registration and elections.

Essential Functions: (The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Elections and Voter Registration

- Serves as the Chief Election Officer.
- Manages all local, state, and federal election processes, including absentee balloting and early voting.

- Recruits, supervises, and trains election officers and poll workers.
- Plans and executes Annual and Special Town Meetings, reviews and attests warrants, and records all votes and actions taken.
- Aids the Town Meeting Moderator as necessary.

Records Management and Public Information

- Serves as custodian of all official Town records, including bylaws, vital records, resolutions, and contracts.
- Acts as the Primary Records Access Officer for the Town.
- Maintains and updates vital statistics (births, deaths, marriages) and submits reports to the State.
- Maintains records of all minutes and actions of all Town Boards and Committees.

Town Governance and Compliance

- Submits adopted legislation to the Attorney General for approval.
- Administers the oath of office to elected and appointed public officials.
- Monitors compliance with the State's Open Meeting Law, Conflict of Interest Laws, and mandatory Ethics training.

Licensing and Census

- Directs and administers the annual Town Census and produces the annual street listing.
- Issues municipal licenses, including business and dog permits, and serves as burial permit agent.
- Serves as a Notary Public.

Minimum Qualifications:

- **Education:** High School Diploma required; Bachelor's Degree in Public Administration or related field preferred.
- **Experience:** 5-7 years of municipal government experience in a supervisory capacity is highly desirable. Experience as a Town Clerk or Assistant Town Clerk is highly preferred.
- **Licenses:** Valid Massachusetts driver's license required. State Certification as a Notary Public and certification by the Massachusetts Town Clerks Association is strongly preferred within one year.

- **Work Environment & Physical Demands:** Requires frequent contact with the public and other officials. Must occasionally lift and/or move up to 25–50 pounds, particularly for election equipment setup. Flexible schedule required, including attendance at evening Town Meetings and Board meetings.

The Town of Shutesbury is an Equal Opportunity Employer. We are committed to a diverse and inclusive workplace and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other status protected under Massachusetts state law.

NOTICE:

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.