

## **TOWN CLERK DUTIES**

### **Chief Election Official**

- Registers voters
- Hires election workers
- Mails and processes absentee/mail in ballots
- Preps nomination papers, receiving, verifying signatures in state system
- Sends out and processes campaign finance forms
- Prepares & orders ballots
- Maintains list of active & inactive voters
- Holds voter registration sessions
- Trains election workers
- Prepares tally sheets
- Gets worker supplies & ballots, cases
- Prepares and tests ballots
- Sets up polls
- Hire police detail or constables, wardens, election workers
- Election Day – oversees election
- Checks unregistered voters, provisional ballot process in state system
- Tallies results
- Compiles results on webpage and door
- Sends certified results to state
- Calls AP and other venues with results
- Corresponds with local elections winners
- Processes PollPads
- Inputs voters in state system

### **Census / Street Listing**

- Mails, organizes & inputs census/street listing (3 mailings)
- Compiles veteran information
- Keeps juror list
- Formats and prints annual street listing

### **Records Access Officer**

- Maintains log of public records requests
- Processes and responds to requests & produces fee estimates
- Interacts with other RAOs & Departments to process requests
- Produces historic & electronic records

### **Care and Preservation of Records**

- Prepares & maintains records
- Oversees scanning, binding/repairing books
- Destroys records according to retention schedules, applies to state for each
- Oversees computer storage & microfilming
- Oversees storage & organization of records
  - Town meeting records
  - Town census/street listings
  - Birth, death, marriage certificates

- Decisions of board of appeals
- Planning board records & decisions
- Minutes of boards & committees
- Historical deeds
- All other public records of the town if no other disposition is appropriate

### **Dog Licenses / Kennels**

- Sends out census with dog registration reminder
- Orders tags
- Maintains online registrations with correct fees
- Licenses dogs – by mail or in person
- Checks for spayed/neutered & makes sure pet has current rabies certificate
- Sends out multiple late license reminder notices
- Processes & issues kennel licenses & interacts with ACO & inspections & problem dogs

### **Vital Records**

- Issues marriage licenses & certificates & sends/reports to State
- Issues birth, death, & marriage certificates
- Issues burial permits
- Inputs above into VIP software system & proofs
- Inputs births into state database
- Deletes deceased from state database
- Maintains log of all vitals

### **Business Certificates (DBAs)**

- Process “Doing Business As” DBA applications for people/corporations doing business under different name
- Files discontinuances, amendments, etc.
- Maintains log of all DBAs

### **Town Meetings**

- Edits warrants / works with Moderator and Town Administrator/Select Board on prep
- Records votes on various articles discussed
- Takes minutes at Town Meeting
- Recruits and swears in Tellers/Counters at Town Meeting
- Oversees vote counts
- Hires and oversees check-in workers
- Maintains voter list and attendance list
- Inputs voter list into VRIS
- Prepares certified articles
- Sends in debt/borrowing articles to Dept of Revenue
- Sends in General/Zoning/charter article changes to Attorney General
- Oversees Constable’s posting of accepted bylaws & posts in newspaper
- Updates bylaws

### **Variances, Permits, Decisions**

- Receives, files & transmits documents & issues certificates & certified copies
- Signs off on decisions once the appeal period is over & no appeals have been filed

### **Postings & Open Meeting Law (OML)**

- Maintains a log of OML complaints

Follows up with complainant, state, and board/committee on violations  
Stamps in notices for all meetings, hearings, etc.  
Posts most board/committee agendas and minutes  
Maintains certificates of action  
Sets up Zoom meetings for some boards/committees

#### **Officials of the Town**

Swears in all appointed and elected officials  
Maintains log of appointments, resignations, or removals  
Reports officials to various state agencies  
Maintains current staff/board list with DOR  
Updates website with appointments/resignations  
Oversees Ethics & OML training requirements for board/committee members & staff

#### **Filings & Legal**

Maintains all rules & regulations of the planning board  
Files reports as required by law  
All lawsuits & claims against the town are filed with the clerk  
Declarations of trust  
Going out of business filings  
Maintains conflict of interest statements, activities of special municipal employees

#### **Utilities**

Files utility pole placements  
Files decisions on poles, wires, conduits, gas pipes, plans, condensed returns of utility companies (financial statements) takings, land transfers

#### **Professional Registrations**

Any physician, podiatrist, optometrist, dentist, or electrologist must present a certificate of registration for recording prior to the opening of a practice in town

#### **Raffle permits & their annual reports**

#### **Flammable liquid storage annual registrations**

#### **Perambulations**

#### **Bonds**

#### **Pesticide exclusions & notices**

#### **Compiles Annual Report, gets it printed, mailed to State Library**

#### **Webmaster (for some sites)**

#### **Transfer Station Stickers**

#### **Manages Some Grant Applications**

#### **Maintains Volunteer Release Forms**

## **General Department Head duties**