



Town of Farmington
153 Farmington Falls Road
Farmington, ME 04938

Position: Town Clerk / Assistant GA Administrator
Department: Administration
Classification: Salary S20
Pay Range: \$56,160 to \$79,040

GENERAL PURPOSE:

Provides a variety of routine clerical and administrative work in the maintenance of official Town records, recording of instruments, documents and vital statistics. Oversees elections, acts as Assistant General Assistance Administrator and performs counter clerk functions.

SUPERVISION RECEIVED:

Works under the supervision of the Finance Director.

SUPERVISION EXERCISED:

May supervise clerical employees, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as custodian of official Town records and public documents.
- Performs certification and recording for the Town as required on legal documents and other records requiring such certification.
- Seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds and other documents.
- Catalogs and files all town records, ordinances and resolutions of the Board of Selectmen and oversees the codification of ordinances into the municipal code.
- Files required reports to the State.
- Supervises elections including issuance of nomination papers, certifying petitions, posting of warrants, preparation of in-person and absentee ballots, overseeing polling arrangements, soliciting poll workers, visiting nursing facilities to assist residents with completing absentee ballots and reporting election results.
- Serves as the registrar of voters and the liaison to the Secretary of State's office.
- Supervises the issuance of marriage licenses and burial permits, and the recording of marriages, births and deaths.
- Administers the issuance of various municipal licenses including liquor, victualers, lunch wagon, hunting, fishing and dog licenses.
- Assists the Finance Director in preparation of the department budget.
- Assists the General Assistance Administrator in processing applications and verifying applicant eligibility, dispensing funds and maintaining records.
- Administers the oath of office to public officials.

- Serves as a notary public.
- Prepares reports for Selectmen's Meetings as directed.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Provides assistance to counter clerks as needed.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent. College or business school coursework preferred; and
- Two (2) years of increasingly responsible related experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of basic computer programs including word processing, spreadsheets and email.
- Working knowledge of modern office practices and procedures
- Ability to accurately record and maintain records.
- Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Skill in operating listed tools and equipment.
- Ability to plan, organize and supervise election workers and assigned staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish successful working relationships
- Ability to work under pressure and/or with frequent interruptions.

SPECIAL REQUIREMENTS

- Must possess MTCCA certification or be able to obtain within three (3) years.

TOOLS AND EQUIPMENT USED:

Computer, including financial system, word processing, spreadsheet software, calculator, phone, fax, voting machines, postage machine and copy machines.

PHYSICAL DEMANDS:

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 accommodation may be granted to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be granted to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above 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.

The 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.