

## LONDONDERRY VERMONT TOWN CLERK JOB DESCRIPTION

Primary Duties: Perform the statutory duties of the Town Clerk as well as the duties contained in Town ordinances. It is the responsibility of the Town Clerk to review, understand and follow these regulations, as well as to keep abreast of any updates to them.

- \* Act as Clerk of Town meeting or Special Town Meeting, BCA and Board of Abatement
- Attend the Annual Meeting, all Special Town Meetings, all Board of Civil Authority and Board of Abatement meetings and keep a full record of the proceedings.
- Publish and/or post any required notices for the above mentioned meetings.
- File all required minutes, forms, oaths, or certifications of votes in the Town's record books and with the State when required.

- Financial duties:

- work with the Town Treasurer to develop the annual budget for the Clerk's office
- \*conduct daily transactions in the clerk's office: Vault copies, vault time, certified copies, vital record copies, dog licenses, marriage licenses, liquor and cannabis license fees, transfer station permits and punch cards, green mountain passports, dmv fees, hunting/fishing licenses fees, recording fees, zoning payments, access permit payments, timely property tax payments, etc
- \*create any financial reports needed for the town report in relation to clerk duties
- \*help with the mailing of tax bills
- \*file required marriage and dog reports and submit required fees to the State treasurer

- Elections

- Perform duties prescribed for local Clerks in the election laws
- Publish and/or post legal notices.
- Recommend poll workers for approval by the BCA
- \* create poll working schedule and duties
- \*maintain and enforce polling place policies
- Maintain Voter checklist data in the VEMS system
- Prepare and acquire ballots as appropriate for each election
- Prepare, mail and track absentee ballots as appropriate for each election
- Act as presiding officer over all elections
- upload all required information for elections in VEMS: election results, canvassing info, participation reports, absentee/early voting tracking info
- \*collect oaths of office from elected town officials
- \*send required election/appointment information to the county clerk: clerk, assistant clerk, constables
- \*file resignation information of elected officers
- \*upload justice of the peace candidate information in VEMS
- \*accept and verify petitions from voters

- Public records requests

- Perform duties under the public records law with regard to records of which the Clerk is legal custodian.
- Responsible for all oaths, bonds, records, files, papers and property required to be filed with the Clerk.
- Responsible for the disposal of obsolete records as authorized by state statutes and disposition orders, maintaining current Town records in a precise orderly manner according to acceptable procedures.(VSARA)
- Maintain all records in the vault and within the clerk's office
- Issue licenses and permits as granted by State statute or town ordinance and file such documents, including proof of payment as appropriate: dog licenses, marriage licenses, liquor licenses, green mountain passports, hunting & fishing licenses, dmv registration renewals
- \* Make certified copies of vital records as requested

- Other Duties:

- \*Record all land records for the Town using best practice standards
- \*process all records in the myvtax and excuse systems.
- \*record, scan and index mylars
- \*Oversee day-to-day operations of the Town Clerk's office.
- \*answer phone calls and respond to emails within the legal timeframe provided in public records law.
- \*pass along questions and complaints to the appropriate officer within town government
- \*Perform routine clerical tasks, typing, photocopying, scanning, answering the phone, emailing
- \*help Maintain the Town's web site.
- \*update town officer information as requested by state agencies.
- \*communicate with the town's IT support people as needed.
- \*Provide information and assistance to the Town Assessor as appropriate.
- \*Attend annual training sessions, meetings and seminars.
- \*communicate with the Town's animal control officer
- \*maintain notary public commission in accordance with State Law
- \*act as the Town's E911 coordinator in accordance with state statute and standards via select board appointment
- \*appoint and train an assistant clerk
- \*collect and file deputy registrar information
- \*act as DAR as appointed by the select board
- \*create, record and index cemetery plot deeds
- \*order office supplies and equipment as needed
- \*keep up with the physical and digital preservation of records
- \*Clerk of the Board of Civil authority for tax assessment appeals
- \*Receive mail, mark with date/time received and distribute within the office
- \*Attend select board meetings as needed

- Qualifications:

Strong listening, verbal and written communication and organizational skills.

Strong attention to detail.

Ability to work professionally and nicely with a wide variety of people in multiple situations.

Ability to report events in an unbiased manner.

Independent decision making skills.

Financial/Budgeting experience

Demonstrated ability to read and understand legal documents and directives.

Demonstrated ability to research legal issues.

Bondable.

Proficient in Microsoft Word, Excel, Outlook and internet search engines.

The Clerk is expected to work hours necessary to complete the required duties but may set open office hours as appropriate.

Rate of pay and benefits to be determined by the annually approved Town Budget and Select Board.

Paychecks are issued every two weeks

Helpful publications:

Vital Records info

<https://www.healthvermont.gov/sites/default/files/documents/pdf/HS-VR-General-Instruction-Manual.pdf>

Town Clerk and Treasurer Guide

<https://outside.vermont.gov/dept/sos/Elections%20Division/voters/townclerkguide.pdf>

VT Elections procedures

<https://outside.vermont.gov/dept/sos/Elections%20Division/town%20clerks%20and%20local%20elections/election%20procedure/2022%20Election%20Procedures/Election%20Procedures%202022.pdf>

Clerk's Office Statutory fees:

<https://www.vlct.org/resources/vermont-municipal-clerk-fee-schedule>

Vermont League of Cities and Towns

<https://www.vlct.org/store/catalog?page=1>

Municipal Clerk Handbook

[https://www.highgatevt.org/vertical/sites/%7B27DD8364-9602-460E-9A11-4C6436D74153%7D/uploads/CLERK\\_HANDBOOK.pdf](https://www.highgatevt.org/vertical/sites/%7B27DD8364-9602-460E-9A11-4C6436D74153%7D/uploads/CLERK_HANDBOOK.pdf)

Tax Abatement Tool Kit

<https://www.vlct.org/municipal-assistance/municipal-topics/tax-abatement-toolkit>

Department of Liquor Control

<https://vermont.force.com/DLLLicenseManagment/s/login/>

Best Practices for Land Record Recording

[https://outside.vermont.gov/dept/sos/Municipal%20Division/best\\_practices.pdf](https://outside.vermont.gov/dept/sos/Municipal%20Division/best_practices.pdf)

VSARA

<https://sos.vermont.gov/vsara/>

Vt Fish and Wildlife

<https://www.vtfwdsales.com/pos/index.php>

E911 website

<https://giscrp.vt911.net/GLSERVER/>

Myvtax (for ptrr and State lien processing)

[https://www.myvtax.vermont.gov/\\_/](https://www.myvtax.vermont.gov/_/)

Excuse (current use application processing)

<https://secure.vermont.gov/TAX/ecuse/>

