



MONTGOMERY
FOUNDED 1780

Town of Montgomery - P.O. Box 356
Montgomery Center, VT 05471
802-326-4719
www.montgomeryvt.us

POSITION ANNOUNCEMENT MUNICIPAL CLERK

Nature and Scope of Position

This is a comprehensive, administrative position that serves as the Selectboard-appointed Municipal Clerk for the municipality of Montgomery, in accordance with all applicable Vermont state statutes.

The Municipal Clerk performs technical, administrative, and management work, and is responsible for overseeing town functions in the following areas: municipal record keeping; issuance of licenses and official documents; and, conduct of local, state, and federal elections. This position includes a variety of highly responsible duties that require considerable judgment, discretion, and initiative in the interpretation and application of laws, regulations, and procedures. This is a full-time position at 30 hours/wk., supervised by and reporting to the Chair of the Montgomery Selectboard, and subject to the Montgomery Personnel Policy.

The Municipal Clerk is responsible for the discharge of all duties:

- assigned to the Municipal Clerk office by state and federal law;
- assigned to the position by the Selectboard; and,
- associated with any other offices to which s/he is appointed by the Selectboard

Duties and Responsibilities

- Serve as chief election officer of the town and as such: conduct all elections in accordance with state and federal laws; manage registration of voters; direct activities of election volunteers; and, communicate as mandated with the VT Secretary of State.
- Serve as a member of, and clerk to, the Montgomery Board of Civil Authority and Tax Abatement.
- Manage recording of all deeds and official documents.
- Manage issuance of necessary documents for, and recording of, all vital statistics (births, deaths, marriages, etc.); serve as registrar of all vital records.
- Serve as custodian of town records; ensure the safety and preservation of all records.
- Ensure accuracy and attention to detail in the management of voter registration, issuance of licenses and certificates, and recording of Property Transfer Tax Returns and other legal instruments; maintain associated records of documentation at the town and state levels.

- Manage the collection and recordkeeping of fees for licenses, recordings, and other documents, as well as for professional research; work with the Municipal Treasurer on any required reporting and revenue transfers to the state, as well as assist in the Town's annual budget process.
- Ensure good customer service to all professionals and members of the public accessing the services provided in the Montgomery municipal office.
- Provide the public with accurate municipal information.
- Contribute to town report, website, and Town of Montgomery newsletter.
- Routinely participate in workshops, trainings, and other educational opportunities to ensure that the town knows and applies best practices to record and database management, and is aware of and properly handles state mandates and expectations regarding election issues, vital statistics, licensing, and recordkeeping.
- Perform other duties as necessary or requested to ensure the proper functioning of the town government.
- The Municipal Clerk shall appoint, upon consultation with the Select Board, one or more Assistant Clerks who shall perform duties required by the applicable Vermont statutes. The Assistant Clerk(s) shall be under the direction of the Municipal Clerk, who shall delegate the Assistant Clerks' duties and responsibilities, and said assistants shall be entitled to and adhere to all personnel rules and regulations.

Requirements of Work

- Outstanding people skills and genuine enjoyment in serving the public.
- Ability to work in typical office setting and use equipment such as computers, copiers, fax machines, etc.
- Knowledge and training in best practices and procedures for recording documents and preserving records.
- Thorough knowledge of state statutory provisions relating to the duties and responsibilities of Municipal Clerks.
- Ability to maintain accurate and detailed records.
- Knowledge of basic computer applications such as Microsoft Word and Excel, as well as NEMRC modules.
- Must be able to accept constructive criticism and have the ability to communicate and work well with others.
- Ability to serve as a ambassador for the community of Montgomery
- If not already holding such accreditation, the appointed individual must become certified by the Vermont Municipal Clerks and Treasurers association within 36 months of hire, or demonstrate to the board satisfactory progress towards such.
- It's further expected that the individual will participate in Continuing Education opportunities as time and capacity allows

Education, Training and Experience

- Associates degree (or higher) in appropriate discipline, or equivalent combination of experience (a minimum of three years' experience with office/records management).
- Working knowledge of local government.
- Management experience in a professional / office environment; experience in managing staff
- The ideal candidate will have strong customer service skills, be detailed oriented, and be able to lead one or more employees.

Physical Demands/Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and or move up to 25 pounds.

The above information is intended to describe the general nature of the Municipal Clerk position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, with or without notice, at any time. This job description is neither an employment contract nor a promise of work for any specific length of time.

The Town of Montgomery is an Equal Employment Opportunity employer.
Compensation commensurate with experience, rate to be set by the Selectboard

Adopted: Montgomery Selectboard March 18th 2019

Send letter of interest, resume and salary requirements to:

Montgomery Selectboard
PO Box 354
Montgomery Center ,VT 05471

*Applications will be accepted until the position is filled.
Appointment will be made no later than April 19th 2019.
Scheduling for interviews is anticipated to begin the week of March 18th 2019*

For any questions please e-mail montgomeryselectboard@gmail.com