



TOWN OF MIDDLEBURY Town Clerk

This is a full-functioning professional administrative and specialized clerical position that is responsible for overseeing town functions in the areas of municipal record keeping, issuance of licenses and official documents, and conducting 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.

Town Clerk is an elected position but due to an upcoming vacancy the Selectboard will appoint the successful applicant until the 2024 March Town Meeting when it would then be required to run for and be elected for the remaining 2-years of a 3-year term. **APPLICANTS ARE REQUIRED TO LIVE IN AND BE RESIDENTS OF THE TOWN OF MIDDLEBURY.** This position is full-time with a competitive salary and benefits package.

A job description and application can be obtained on the Town's website, www.townofmiddlebury.org. Send cover letter, resume and application to: Town of Middlebury, Attn: Crystal Grant, Executive Assistant to the Town Manager, Town Offices, 77 Main Street, Middlebury, Vermont 05753, or e-mail cgrant@townofmiddlebury.org.

TOWN CLERK

DEFINITION AND DISTINGUISHING CHARACTERISTICS

This is a comprehensive administrative position performing the Vermont state statutory duties of an elected Town Clerk for the Town of Middlebury.

The person in this position is expected to exercise independent judgement, discretion, take initiative in the interpretation and application of current laws, regulations and procedures and set office policy, exercise full supervisory responsibility over Assistant Clerks and local election officials. Must maintain professionalism with other municipal offices and staff as well as state departments. The Town Clerk must operate their office within the municipal budget as presented by the Selectboard and approved by the legal voters of the Town of Middlebury annually.

This is a full-time, exempt position provided commensurate benefits.

TYPICAL EXAMPLES OF WORK PERFORMED

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

- Serve as Presiding Election Official of the town and as such: conduct all elections in accordance with state and federal laws; maintain voter checklist and manage registration of voters; verify nomination and Article petitions as submitted, review or prepare election ballots, oversee set-up of polling locations for all elections, ensure proper testing of ballot tabulators prior to elections, supervise activities of election officials; and interact and report to the Vermont Secretary of State as required.
- Serve as a member of the Middlebury Boards of Civil Authority and the Middlebury Board of Abatement.
- Manage recording of all land transactions and maintain indexes. House other municipal records and official documents such as meeting minutes, ordinances and policies, and ensure access to all public records while maintaining the safety and preservation of all records.
- Issue birth, death, and marriage certificates in accordance with VT Department of Health regulations and guidelines.
- Collect Town Clerk fees as appropriate for issuing licenses, recording documents, research time and copies and deposit with the Town Treasurer at least weekly. Maintain accurate records and initiate payments to the State Treasurer for any fees collected on the State's behalf.
- Register with the Secretary of State as a Notary Public and perform notarial services as appropriate.
- Participate in mandatory educational seminars and workshops through VMCTA, VLCT and the Secretary of State's Office as required and take advantage of other educational opportunities to enhance your ability to perform your duties as available.
- Take initiative to identify and implement improvements in use of technology, document preservation, customer service and office policy. Interact with other departments to ensure the proper functioning of town government.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of supervisory principles and practices.

- Outstanding people skills and genuine enjoyment in serving the public.
- Attention to detail and high level of accuracy.
- Ability to work in a public office setting and feel comfortable using modern office equipment and keeping up-to-date with developing technology and software.
- Familiarity with the Vermont State Statutes, especially sections relating to the duties and responsibilities of town clerks.
- Management and supervisory skills and ability to communicate and work well with others.

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE

- Bachelor's degree or associates degree and/or equivalent combination of experience.
- Working knowledge of local government
- Management experience in a professional/office environment.
- Experience chairing meetings, taking minutes, writing decisions, performing title searches, or scheduling and staffing events helpful.

WORKING ENVIRONMENT AND PHYSICAL ACTIVITIES

This is primarily an office-based job in the Town Offices with frequent contact and communication with the public.

Preparation for and attendance at meetings and hearings at various times of the day or evening occasionally.

Physical demands include:

- Extended periods of sitting.
- Working with land record volumes and file boxes which can exceed 25 lbs.
- Setting up polling locations which requires moving election equipment, voting booths, stanchions, tables, chairs, and boxes of ballots.