

**City of Waterville, Maine  
Position Description**

**Position Title:** CITY CLERK  
**Department:** Administration  
**FLSA Status:** Exempt  
**Reports to:** City Manager

**OVERVIEW OF POSITION**

This is responsible work reporting to the Director of Administrative Services combining administrative and management duties with record keeping and clerical work in the operation of the City Clerk's Office.

Work involves responsibility for planning, organizing and directing all facets of the City Clerk's Office, including supervision of personnel. In addition, the employee assists with the actual collection of payments and fees, and the issuance of licenses, permits and related records and certificates maintained as the official records of the City. The employee may perform clerical and data entry tasks, as required. The employee is also responsible for coordination of the City elections and for the registration of voters, all in accord with applicable laws and regulations. The position requires strong interpersonal skills and accuracy in work with attention to detail. Work is reviewed through conferences, reports, observation and audit (both internal and external) of the quality, comprehensiveness and accuracy of the records and files maintained and updated, for general Office management conditions, and for favorable customer relations.

**Location:** the position is located in a well lit office in the City Hall building.

**ESSENTIAL JOB FUNCTIONS**

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Performs transactions necessary to issue licenses, certificates and permits to the public including: marriage licenses; voter registration; death certificates; birth certificates; and other assorted permits and certificates; applies the content of applicable statutes, guidelines and regulations when issuing licenses, certificates and permits.

Accurately processes the transactions and records their results. Receives fees and payments for transactions and accurately accounts for the same.

Operates a computer terminal to enter data related to office transactions and for data management of records maintained; produces reports from the computer and compiles other information manually; completes various forms and schedules for State and local reports.

Receives questions from the public and provides responses. May be required to conduct basic research of meeting minutes, files, deeds, title registrations and other records in order to provide information.

Solely responsible for the conduct of elections, registration of voters and maintenance of the voter list. Compiles necessary forms, arranges for needed equipment, support services and workers for the conduct of the elections, arranges for election material to be printed' certifies results.

Assists residents registering to vote, and others with inquiries about election laws and the election process.

Regularly utilizes a variety of office equipment including: computer equipment typewriter; telephone; calculators; cash register, etc.

Interacts frequently with other City departments/functions by providing information to them and receiving information from them.

Reconciles cash received and deposits transaction receipts.

Determines method and means through which information is managed, analyzed, presented, and stored in City Clerk's Office; arranges for filing sequences, systems, indexes, and various record-keeping procedures.

Plans, organizes, supervises and directs the work of subordinate personnel in the City Clerk's Office; trains staff as necessary and counsels employees as appropriate on work behavior and conduct.

Prepares and administers the annual budget for the City Clerk's Office; ensures that actual expenditures conform with the approved authorization; monitors revenue received for consistency with projections; reports variances in expenditure and revenue patterns from projections to appropriate finance and senior management personnel.

Records and indexes a variety of legal documents ensuring that the City is legally in compliance and is the City's Records Management Officer.

Assists in the supervising and training of part time employees.

Processes passport applications in accordance with Federal law.

### **EDUCATION AND EXPERIENCE**

Associates Degree or Bachelor's Degree, with at least six years of prior clerical or financial record keeping experience, of which three to five years experience required in a responsible position in a City Clerk's Office or a municipal finance office. Specialized training, experience or advanced education in bookkeeping or accounting desired. Familiarity with laws and procedures related to City Clerk functions required.

Able to obtain certification within one year of appointment.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of and ability to interpret all current statutes regulations, and ordinances governing responsibilities of City Clerks.

Thorough knowledge of the principles and practices of public records management.

Thorough knowledge of financial record keeping as it applies to collection of payments and the recording of data via computer systems.

Thorough knowledge of election laws and processes.

Thorough knowledge of current principles and practices of office management and procedures.

Ability to plan, assign, and supervise the work of personnel engaged in a combination of record keeping, account collection, and clerical tasks.

Ability to exercise mature judgment and to apply and interpret established policies and procedures to specific, nonstandard problems or situations.

Ability to plan and maintain record keeping sequences and systems.

Ability to perform arithmetic calculations quickly and accurately.

Ability to deal tactfully and effectively with the customers and general public and to convey concise and accurate explanations of policies, procedures, and requirements.

Considerable skill in the operation of devices using alphanumeric keyboards.

Ability to establish and maintain effective working relationships.

**Physical Requirements:** The position requires the ability to sit, stand, walk and bend. The ability to see, hear and speak, as well as the use of hands for the repetitive movements of keyboarding and using a calculator. The position requires the ability to occasionally lift, move and/or carry items weighing up to 20 pounds.

**Supervisory Responsibilities:** Manages all activities and staff of the department.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*This 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.*

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