



TOWN OF SMITHFIELD

JOB DESCRIPTION

TOWN CLERK

GENERAL SUMMARY: The Town Clerk is appointed by the Town Council and serves under the direction of the Town Manager. The Town Clerk is responsible for the custody of all official records of the town including: Town Council; ordinances and resolutions, recorded land evidence, voter registration and elections, vital records, business and other licenses, probate and municipal court records, public access requests.

ESSENTIAL FUNCTIONS:

1. Reviews, interprets and implements relevant statutes, ordinances, regulations and proscribed procedures which relate to the duties of a Town Clerk; directs, provides and is responsible for the standards and operating practices of the Town Clerk's Office and the maintenance of its public and confidential records; receives, processes and issues legal public notice and other due process as required; records vital records, petitions, municipal /probate court filings, proceedings and adjudications, public access request data and true copies of Town ordinances; is the custodian of these legal records; administers the collection and reporting of vital statistics; issues, various authorized licenses and permits.
2. Provides for the preparation and production of Council meetings, minutes and follow up on Town Council and other administrative action items in concert with the Town Manager and in support of the orderly administration of the Town; provides certification of Council and other legal actions taken.
3. Provide for the preparation and processing of all public access requests. Communicates with applicable department manager. Obtains and disseminates information / documentation to requested party and collect fees. Ensure the Town meets the required deadline.
4. Researches, plans, develops and implements long and short range goals for the Office; formulates, reviews, and implements policies to ensure that the needs of the community and the Office are met.

5. Prepares and manages the department budget; supplies and equipment; controls expenditures; manages employees; evaluates personnel performance and determines appropriate personnel actions.
6. Issue permits and licenses. In connection with alcoholic beverage licenses and certain other licenses, incumbent will prepare and publish Notice of Hearing on Licenses and will prepare and serve notice to all owners of property within two hundred (200) feet of the place of business seeking said application by certified mail with return receipt requested; will insure that all taxes due to the Town have been paid before any license is issued; and for reviewing and approving the several license reports required by higher authority.
7. Records, processes and reports all births, deaths, and marriages for compliance with Title 23 of the General Laws of RI and the requirements of the State Registrar of Vital Statistics.
8. Prepare forms prescribed by the administrator of the judicial system, wills, administrations, inventories, accounts, decrees, orders, determinations and other writings, which shall be made, granted or decreed upon by the Municipal /Probate Court and shall collect fees and maintain the Ledger; Estate Index Cards; Estate Jackets; Docket Record; Record of Proceedings and all claims.
9. Coordinate and oversee nominations, elections, registration of voters and canvassing rights, prepare and correct voting lists and other related matters; and furnish data required by law relative to any matter with the purview of Title 17 of the General Laws of RI.
10. Maintain the Code of Ordinances of the Town in a current status; develop, record and implement improved operating procedures within the office and indoctrinate employees therein; reconcile cash receipts for deposit with the finance office.
11. Upon the establishment of a Municipal Court, the Town Clerk will also serve as the Municipal Clerk of the Municipal Court.
12. In addition to the duties established above, the Town Clerk, by Charter is also the Probate Clerk, and Clerk to the Board of Canvassers. The Clerk shall attend all Municipal /Probate Court Sessions and all Town Council and Board of Canvassers meetings.
13. Perform additional duties as assigned by the Town Manager.

JOB REQUIREMENTS:

Education / Experience

1. A Bachelor's degree in Business, government, law or related field.
2. A minimum of five years working in municipal government.
3. Three years of direct supervisory experience.
4. Certified Municipal Clerk designation, preferred.
5. Possess working knowledge and experience with Microsoft Office.
6. Possess ability to work effectively with employees, public officials and citizens.
7. Must be a team player.

PHYSICAL REQUIREMENTS:

1. See functional job description (attached.)

“The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.”

WORKING CONDITIONS:

1. Duties for the most part performed in the Town Clerk's office located at Town Hall.
2. Attendance at Council Meetings and Work Sessions usually held on first, second and third Tuesdays of each month.
3. May be required to attend occasional meetings and conferences at various locations within and outside the state.

SALARY: As stipulated by the Town Manager.

11/2020

TOWN OF SMITHFIELD
TOWN CLERK

FUNCTIONAL JOB DESCRIPTION

Job Title:	Town Clerk
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Department:	Town Clerk's Office
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Brief Description of Job:

General Summary: The Town Clerk is appointed by the Town Council. The Town Clerk is responsible for the custody of all official records of the town including: Town Council; ordinances and resolutions, recorded land evidence, voter registration and elections, vital records, business and other licenses, probate and municipal court records, public access requests. The employee is required to perform all similar or related duties as directed by the Town Manager. **Essential Functions:** Reviews, interprets and implements relevant statutes, ordinances, regulations and proscribed procedures which relate to the duties of a Town Clerk; directs, provides and is responsible for the standards and operating practices of the Town Clerk's Office and the maintenance of its public and confidential records; receives, processes and issues legal public notice and other due process as required; records vital records, petitions, municipal/probate court filings, proceedings and adjudications, public access request data and true copies of Town ordinances; is the custodian of these legal records; administers the collection and reporting of vital statistics; issues, various authorized licenses and permits. Provides for the preparation of Council meetings, minutes and follow-up on Town Council and other administrative action items in concert with the Town Manager and in support of the orderly administration of the Town; provides certification of Council and other legal actions taken. Provide for the preparation and processing of all public access requests. Communicates with applicable department manager. Obtains and disseminates information/documentation to requested party and collect fees. Ensure the Town meets the required deadline. Researches, plans, develops and implements long and short range goals for the Office; formulates, reviews, and implements policies to ensure that the needs of the community and the Office are met. Prepares and manages the department budget; supplies and equipment; controls expenditures; manages employees; evaluates personnel performance and determines appropriate personnel actions. Issue permits and licenses. In connection with alcoholic beverage licenses and certain other licenses, incumbent will prepare and publish Notice of Hearing on Licenses and will prepare and serve notice to all owners of property within two (200) feet of the place of business seeking said application by certified mail with return receipt requested; will insure that all taxes due to the Town have been paid before any license is issued; and for reviewing and approving the several license reports required by higher authority. Records, processes and reports all births, deaths, and marriage for compliance with Title 23 of the General Laws of RI and the requirements of the State Registrar of Vital Statistics. Prepare forms prescribed by the administrator of the judicial system, wills, administrations, inventories, accounts, decrees, orders, determinations and other writings, which shall be made, granted or decreed upon by the Municipal/Probate Court and shall collect fees and maintain the Ledger; Estate Index Cards; Estate Jackets; Docket Record; Record of Proceedings and all claims. Coordinate and oversee nominations, elections, registration of voters and canvassing rights, prepare and correct voting lists and other related matters; and furnish data required by law relative to any matter with the purview of Title 17 of the General Laws of RI. Maintain the Code of Ordinances of the Town in a current status; develop record and implement improved operating procedures within the office and indoctrinate employees therein; reconcile cash receipts for deposit with the finance office. Upon the establishment of a Municipal Court, the Town Clerk will also serve as the Municipal Clerk of the Municipal Court. In addition to the duties established above, the Town Clerk, by Charter is also the Probate Clerk, and Clerk to the Board of Canvassers. The Clerk shall attend all Municipal/Probate Court Sessions and all Town Council and Board of Canvassers meetings. Perform additional duties as assigned by the Town Manager.

Personal Protective Equipment:	None required
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Classification:	Sedentary: <input type="checkbox"/>	Light: <input checked="" type="checkbox"/>	Medium: <input type="checkbox"/>	Heavy: <input type="checkbox"/>	Very Heavy: <input type="checkbox"/>
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Classification Key:
Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;
Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;
Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

Driving Requirements:	None: <input type="checkbox"/>	Manual: <input type="checkbox"/>	Automatic: <input checked="" type="checkbox"/>
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TOWN OF SMITHFIELD
TOWN CLERK

WORK ENVIRONMENT			
Floor Surface:	Office environment; rugged surface		
Inside:	At constant level	Outside:	N/A
Lighting:	Overhead fluorescent lighting		
Vibration:	N/A		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 - 10 lbs		X			To waist height	Plat books; election supplies
10 - 20 lbs		X				
20 - 35 lbs	X					
35 - 50 lbs	X					

CARRYING						
Maximum weight carried: up to 20 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Waist level-short distance within office	See above
10 - 20 lbs		X				
20 - 35 lbs	X					
35 - 50 lbs	X					

PUSHING/PULLING						
Maximum push/pull: minimal						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Short distance	File cabinets
10 - 20 lbs	X					
20 - 35 lbs	X					
100 + lbs	X					

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting	X				
Crawling	X				
Kneeling	X				
Squatting		X			
Climbing		X			Step stool and stairs as needed
Reaching - Vertical		X			
Reaching - Horizontal			X		
Grasping		X			
Pinching	X				
Manual Dexterity				X	Computer usage; key strike; data entry
Fine Dexterity		X			

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)