

# TOWN OF SHARON

## JOB DESCRIPTION

**Title of Position:** Election & Registration Secretary

**Department/Appointing Authority:** Town Clerk

**Date:** August 21, 2008

**Originator:** Marlene Chused

### **Personnel Board Use Only**

**Classification:** OC-3A

**Effective Date of Classification:** July 23, 2008

**Classification Authority:** ☒ **Personnel Board** ☐ **Collective Bargaining**

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## **1. Summary Description**

The Election & Registrations Secretary is responsible for various administrative and legal matters related to Elections, Official Documents, Licenses and Town Meeting(s).

## **2. Essential Functions**

**The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

Assists the Town Clerk in keeping official election records in accordance with up-to-date Massachusetts Election Law and Campaign Finance Law.

For elections, assists in the setup of the High School gymnasium, which often involves assisting in the movement of heavy and/or awkward tabulating and voting equipment. Maintains the Central Voter Registry: Registers new voters, removes relocated or deceased voters, updates after elections and Town Meetings.

For Town Meeting(s) assists in setup of the High School auditorium, lobby and additional rooms if necessary.

In the absence of the Town Clerk, acts as Warden at federal, state and local elections, and/or at Town Meeting(s).

Assists the Town Clerk in Municipal Record keeping, issuing licenses and other official documents. Licenses and documents include, but are not limited to: marriage intentions; birth, marriage, death certificates; burial permits; bazaar and raffle permits; dog licenses; and business certificates. Accurate records of associated fees are kept in the daily cash book, which is balanced daily. The individual must maintain the strictest confidence in dealing with all personal information. Errors in processing/recording this information could result in significant legal and other problems for the individuals involved and possibly the Town. It is essential that the person in this position be up-to-date in awareness of governing statutes.

Processes Passport applications and maintains daily passport transmittal sheets.

Compiles the annual census, and assists in maintaining the census data base during the year.

Maintains the Meeting Notice Bulletin Board

Processes absentee ballot requests, and prepares absentee voter lists.

Prepares nomination papers for candidates for town elections; certifies signatures on nomination papers, initiative petitions, and referendum petitions.

Contact with residents and non-residents is a part of the above functions as well as many others such as accepting and processing Board of Appeals applications and decisions, accepting and processing subdivision filings, preparing and issuing certified copies of all records and documents. All of these must be handled, or transferred to the appropriate department, tactfully and efficiently. Good communications skills are essential. This position requires the ability to multi-task a variety of procedures and functions for the Town Clerks Office.

### **3. Supervision**

The Election and Registration Clerk works under the general supervision of the Town Clerk and refers questionable cases to the Town Clerk. In the absence of the Town Clerk the individual acts as the Warden and is responsible for all activities at local, state and federal elections as well as at Town Meeting(s). In this case as many as 20 to 50 temporary election workers may be supervised and their performance evaluated.

### **4. Reporting Structure**

This position reports to the Town Clerk. The various functions are performed in accordance with state and federal law and Town By-laws. Questionable cases are referred to the Town Clerk, otherwise the individual sets his/her own schedule and exercises judgment and discretion in the interpretation and application of the law.

## **5. Physical Environment**

Work is performed under typical open office conditions, with constant interruptions. With the exception of the occasional need to move election equipment, including a handicapped friendly voting machine, minimal physical effort is required. It is occasionally necessary to climb a ladder in the vault to access old records. Position requires lifting and carrying election equipment and materials weighing up to 60 pounds.

## **6. Education/Basic Knowledge**

High School graduation and three years of related experience including working with the public. Equivalent combination of education and experience is acceptable.

Specialized training in election laws and procedures. This knowledge may be acquired through self-study, on the job training, or courses offered by state and federal agencies.

Operational ability with office equipment such as typewriters, calculators, copy machines, word processors, data entry terminals, and the ability to operate specialized voting tabulators and equipment.

## **7. Experience**

1 1/2 years on-the-job training or previous experience.

**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.**